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1. **PURPOSE:** To establish a comprehensive 470th Military Intelligence Brigade Safety Program to protect and preserve personnel and property against accidental loss or injury.

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2. SCOPE: This SOP provides guidance for safety awareness and safe operations within the 470th MI BDE.

3. APPLICABILITY: Procedures and policies established this SOP apply to all personnel and units/activities assigned or attached to the 470th MI BDE

4. REFERENCES:

(1) 29 Code of Federal Regulation (CFR) 1910 General Industry Regulations
(Occupational Safety and Health Administration)

(2) AR 40-5, Preventive Medicine

(3) AR 385-10, The Army Safety Program

(4) AR 11-9, The Army Radiation Safety Program

(5) AR 385-40, Accident Reporting and Records

(6) AR 385-55, Prevention of Motor Vehicle Accidents

(7) AR 385-63, Range Safety

(8) AR 385-64, U.S. Army Explosives Safety Program

(9) AR 420-90, Fire Prevention and Protection

(10) AR 672-5-1, Military Awards

(11) AR 600-55, Motor Vehicle Driver Selection, Testing, and Licensing

(12) AR 672-20, Incentive Awards

(13) AR 672-74, Army Accident Prevention Awards Program

(14) DA Pam 40-501, Hearing Conservation

(15) DA Pam 385-40, Accident Investigation and Reporting

(16) FM 101 -5, Risk Management

(17) INSCOM Supplement 1 to AR 385-10, The Army Safety Program

(18) USAINSCOM Reg 672-10, Command Safety Awards Program

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- (19) FSH Reg 420-4, Fire Prevention and Protection
- (20) TB 385-4, Safety Precautions for Maintenance of Electrical/Electronic Equipment.
- (21) FSH Memo 385-11, Radiation Protection Program
- (22) FSH Memo 385-7, Electrical Safety
- (23) AMEDDC&S & FSH Memo 385-31, Risk Management Program
- (24) FSH Memo 385-6, Confined Space Program (Draft)
- (25) FSH Memo 385-20, Personal Protective Equipment Program

5.0 RESPONSIBILITIES:

a. The 470th MI Brigade Commander for developing a comprehensive written safety program that promulgates and implements accident prevention programs. The Commander is also responsible for developing a written safety and accident prevention policy letter as well as employing standardized risk management approaches to assist leaders in identifying and controlling hazards and making the safety of personnel and property during planning, preparation for, and execution of all operations/activities for which they are responsible. INSCOM Commanders will establish and publish the decision level authority for the approval of risks within their chain-of-command. The decision authority for acceptance of Extremely High Risks is at the appropriate Commanding General level as well as the following:

(a) Schedule safety and occupational training annually for all military and civilian personnel.

(b) Documentation of training will be maintained which identifies the name(s) of personnel trained, the date of training, and the media to verify that the person(s) trained understood the training completed. Installation safety office personnel expertise is encouraged to be utilized. At a minimum, training on the following subjects will be provided for all INSCOM personnel on an annual basis.

(i) Blood borne pathogens, personal protective equipment, radiation protection, and hazardous material training for select personnel.

Family, sports, and recreational safety.

Hazard communication.

Hearing conservation.

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(c) Newcomers briefing within 60 days of arrival to ensure they understand their rights, responsibilities, how to protect themselves in the event of an emergency, and the policies of the Army/INSCOM Safety and Occupational Health Program.

(d) Risk Management (all leaders/supervisors).

(e) Seasonal safety training.

(f) Specialized job safety and health training appropriate to the work individuals perform.

(g) Army motor vehicle and privately-owned vehicle accident prevention.

b. A collateral duty safety officer will be appointed by the 470th MI Brigade Commander IAW Chapter 2, AR 385-10 to act on his behalf. This safety officer will perform the duties as outlined in USAINSCOM 385-2, para 1-5. Responsibilities include:

(a) Conduct quarterly facility inspections to determine the existence of potentially hazardous areas under the control of the unit commander and post warnings as appropriate. A SASOHI conducted by the local installation will satisfy one of the unit's required inspections. Hazards identified during facility inspections will be recorded IAW paragraph 4-1j of INSCOM Sup 1 to AR 385-10.

(b) Participate in unit-level mission planning to ensure hazard identification, risk assessment, and integration of controls are addressed by the commander and other mission planners (such as platoon leaders, operations officer, supply officer) prior to and during unit operations.

(c) Observe unit operations to detect and correct unsafe practices.

(d) Advise the commander on the status and adequacy of the unit safety program.

(e) Advise the commander on all safety matters to support mission accomplishment.

(f) Ensure unit accidents are reported and investigated IAW AR/DA PAM 385-40. Review reports for accuracy, completeness, and timeliness.

(g) Assist in developing and reviewing unit SOPs to ensure safety and risk management are integrated and controls are established for identified hazards.

(i) Monitor tests of the unit's pre-accident plan and recommend improvements to the plan, as necessary.

(j) Survey the condition of unit property (equipment) and facilities, ammunition storage sites including bivouac sites. When safety deficiencies are found, advise the commander and recommend corrective action. Follow-up to ensure the corrective action is taken.

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- (k) Maintain safety files IAW AR 25-400-2 and other required references to perform assigned duties. Appendix A, INSCOM Sup AR 385-10, contains a list of required and related safety references that may assist in the performance of assigned duties.
 - (l) Provide safety oversight to unit operations involving the transport or storing of arms, ammunition, explosives, petroleum products, and other hazardous material.
 - (m) Monitor unit Hazard communication Program.
 - (n) Manage unit Accident Prevention Awards Program (AR 672-74).
 - (o) Participate in after action reviews to ensure that lessons learned are captured and disseminated for use in planning and executing the next iteration of the same mission or similar missions.
 - (p) Review and maintain safety-related statistics and data of the safety programs of subordinate units.
 - (q) Ensure identified deficiencies are documented on a Hazards Inventory Log and periodically conduct follow-ups to ensure deficiencies are corrected.
 - (r) Disseminate safety prevention information, and information contained in accident, hazard, incident, and other reports throughout the unit and post on unit safety bulletin boards.
 - (s) Conduct annual safety program evaluations of subordinate units utilizing the current fiscal year HQ INSCOM Safety Program Evaluation guidance.
 - (t) Perform other actions to enhance and promote the unit safety program and individual soldier involvement in preventing accidents. Conduct, at a minimum, an annual safety awareness day. Suggested activities are found in DA PAM 385-1, appendix C.
- c. The Commander of HHD, 470th MI Brigade will be responsible for accident prevention to the same extent that they are responsible for production or services: maintain a safe and healthful workplace; ensure personnel observe safety and occupational health rules and regulations; promptly evaluate and take action to correct hazards reported by employees or identified through accident investigation, identify those individuals and units which have made significant contributions in support of the Brigade Safety Program and recommend them for an appropriate award.
- d. Battalion commanders will appoint, in writing, a Safety Officer and NCO. A copy of their appointment orders will be forwarded to the 470th MI Brigade Safety Officer. The SCE/Battalion representatives will-
- (1) Within 30 days of appointment complete the Additional Duty Safety Officer Course (ADSOC) on-line with the Combat Readiness Center (CRC). Forward a copy of the course completion certificate to the BDE Safety Officer.

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(2) Advise their commander on safety concerns as it pertains to the unit/battalion.

(3) Ensure personnel are aware of formal procedures for processing written reports of unsafe or unhealthy working conditions.

(4) Develop procedures providing for prompt investigation of reports by any person concerning unsafe or unhealthy working conditions.

(5) Ensure corrective action is taken where appropriate and manage records of the corrective action process for accident recommendation.

(6) Provide materials for safety education and training.

e. Supervisors will

(1) Identify and correct unsafe/unhealthy working conditions and environmental hazards.

(2) Ensure an effective accident prevention program is implemented in daily operations.

(3) Brief and train personnel upon initial assignment on job safety practices, procedures, and standards.

(4) Ensure personnel under their supervision observe appropriate safety and occupational health rules and regulations, including use of personal protective equipment (PPE) provided for their protection.

(5) Not initiate or support reprisal actions against personnel who identify hazards, raise safety concerns or engage in authorized occupational safety and health activities.

f. Individuals will:

(1) Comply with all safety, health, and environmental laws, standards, and regulations including the wearing of appropriate PPE.

(2) Identify and report all safety/fire hazards to their supervisor, safety representatives, or the chain-of-command.

(3) Immediately report all accidents, injuries and mishaps to on-duty personnel, as well as off-duty for soldiers, to their supervisor.

6.0 POLICIES AND PROCEDURES:

6.1 SAFETY MANAGEMENT:

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a. Safety Council. The Brigade Safety Officer will schedule and conduct quarterly meetings and will provide the formal minutes of the meeting, signed by the Brigade Commander, to HQ, INSCOM Safety Manager, and a copy to each council member, and to the Installation Safety Office. The members of the Brigade Safety and Health Council are:

- (1) Vice Commander, DCO
- (2) Group Safety Officer and NCO
- (4) Battalion Commanders and Battalion CSM's
- (5) Battalion Safety Officers

b. Safety Training.

(1) All safety training will be documented: subject, instructor/briefer, date, length of training, and a list of attendees.

(2) The Fort Sam Houston Installation Safety Office provides specialized training for Safety Officers/NCOs. This training will enable them to properly execute their safety and occupational health leadership responsibilities.

(3) Additionally, Safety Representatives will also provide safety training for supervisors and personnel.

(4) Initial training for newly assigned personnel will include the following:

- (a) Command policy on occupational safety and health.
- (b) The hazard communication standard, better known as HAZCOM or the "Right to Know Law."
- (c) Awareness of hazards common to the individual's work-site, trade occupation, or tasks (i.e., Hearing Conservation, Accident Reporting).
- (d) Emergency procedures that apply to their jobs and workplace, including building evacuation and fire reporting procedures, and location of fire extinguishers and pull stations.

(5) Workplace training will be provided by section/work center supervisors consisting of the following topics:

- (a) How to identify and report hazards.
- (b) How to report work related injuries and illness-
- (c) Personal rights and responsibilities under the Occupational Safety and

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Health Programs

(d) Hazards of the workplace to include physical and chemical hazards.

c. Accident Reporting, Prevention, and Investigation.

(1) Reporting.

(a) Anyone can report an accident. All accidents experienced by military personnel on or off-duty, as well as on-duty civilian personnel, and occupational injury or illness to military and civilian personnel will be reported within five days of the incident to the Group Safety Officer.

(b) Accidents will be reported on DA Form 285/285-AB-R, whichever is appropriate. Occupational injury/illness and fatalities of civilian personnel will be reported on Department of Labor (DOL) Forms CA-1, CA-2 or CA-6, whichever is appropriate. The Battalion Safety Representative will ensure all information is provided and is accurate on the forms.

(2) Prevention.

(a) Personnel will be trained to recognize hazards and take the appropriate precautionary measures.

(b) Ensure facilities, equipment, work areas, and work processes comply with established standards.

(c) Provide job related safety training to all unit Safety Representatives.

(d) Ensure safety standards applicable for the unit are current, available, and implemented.

(e) Avoid, eliminate, or reduce deficiencies/hazards by engineering designs, material selection, or substitution-

(3) Investigation within the unit by unit representatives.

(a) Accident investigations are aimed at determining how and why the event occurred and what steps are necessary to prevent future occurrences of similar events.

(b) Upon notification of an accident within a unit, the accident site will be immediately secured. In case there is a serious injury or death, the host Installation Military Police will be notified. These procedures will be complied with in the event of the following:

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(i) Serious injury resulting in permanent, partial disability, or hospitalization of three or more personnel (in a single accident), or a fatality to 470th personnel or contractors while working in any area under the responsibility of the 470th MI Brigade.

(ii) Damage to military equipment in excess of \$10,000 as determined by the onsite command representative.

(iii) Explosion, fire, flooding, or structural failure.

(iv) Telephonic Notification with the U.S. Army Safety Center (DSN 558-2660/2539/3410) within 24 hours in case of a Class A & B on duty only accident.

(v) Class C & D accidents will be investigated by the appropriate SCE/Battalion representative IAW AR 385-40.

d. Hazard Prevention and Abatement.

(1) Units will have an annual workplace survey conducted by the Industrial Hygienist at the Installation Safety Office to document chemical, physical, biological hazards and any existing measure employed to control exposures to hazards that are inherent to the unit.

(2) Upon notification of a safety hazard within their unit, the Safety Representative will immediately establish an interim control. They will initiate other steps to correct the hazard or to notify the appropriate staff section responsible for repairs.

(3) After originating any work order request, the safety representative will make follow-up request for a status report from the appropriate staff section until completion. Any safety hazard noted shall be tracked by use of a log (see figure 12-1). At a minimum the log will include: each violation in order of discovery-, a prescribed abatement date; a date for follow-up on correction of deficiency(s), and the degree of danger.

(4) Major hazards that represent an immediate threat to life and limb shall be reported immediately to the Installation Safety Office, Brigade Safety Officer or the Battalion Safety Representative. Personnel at risk should be ordered to cease work operations and secured until it is declared free of the hazards by an appropriate Safety and Health Official.

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SCHEDULE OF CORRECTIVE ACTION-COMPLIANCE WITH SAFETY AND HEALTH STANDARDS					
NAME OF UNIT:					
ITEM	LOCATION OF INCONSISTENCY	INCONSISTENCY	CORRECTIVE ACTION/ FOLLOW-UP CORRECTION DATE	TARGET DATE FOR CORRECTIVE ACTION	DEGREE OF DANGER *
* Use Roman numerals (Category I – Imminent danger, Category II – Serious hazard, Category III – Moderate hazard, Category IV – De minimize hazard)					

FIGURE 12-1: Violation Control Log

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f. Safety Inspections.

(1) Safety Inspections are necessary to ensure a safe and healthful workplace for all personnel. The inspection program is designed to identify safety deficiencies that must be corrected to protect personnel and meet the requirements established by the Occupational Safety and Health Administration (OSHA) and the Army Safety Program.

(2) The Brigade Safety Officer or Assistant will conduct inspections of battalions and HHD, 470th MI Brigade as part of the Command Inspection Program.

(3) The unit safety representative will ensure **monthly** safety inspections of their unit are conducted. A copy of the inspections will be maintained on file.

(4) The Installation Safety Officer will conduct a comprehensive annual OSHA inspection.

6.2 Hazard Communication Program.

(1) Hazard Communication (HAZCOM) Program is intended to reduce the incidence of chemically-induced occupational illness and injuries. Personnel will be informed of the hazards associated with the use of and handling of hazardous materials, as well as the proper preventive measures to be taken with hazardous materials in the workplace.

(2) The procedures identified in USAINSCOM Reg 385-3, Hazard Communication program, dated 31 AUG 92, will be followed.

(3) Unit Safety Representatives will be HAZCOM trained- All newly assigned personnel will receive a hazcom briefing. This training will be documented.

(4) Units will:

(a) Prepare a HAZCOM Plan. This will include USAINSCOM Reg 385-3, inventory of chemicals, and Material Safety Data Sheet (MSDS) for each chemical.

(b) Maintain a hazardous substance inventory which will include product name, NSN, vendor, location, and average amount on hand.

(c) Brief all personnel on where to locate the MSDS for chemical products.

(d) Label all chemical products.

(e) Brief all personnel on HAZCOM, and maintain the documentation of that training.

6.3 HEARING CONSERVATION PROGRAM:

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a. Purpose to protect the hearing of all 470th MI BDE personnel exposed to hazardous noises.

b. Applicability. This section applies to personnel holding 98 CMF MOS and other personnel working in a hazardous noise environment.

c. Responsibilities,

(1) Each unit will appoint a hearing conservation manager and a method for tracking hearing testing.

(2) Commanders will endorse a command emphasis letter explaining the importance of hearing conservation.

d. Potentially hazardous noise levels are defined as:

(1) Exposure to steady scale noise of 85 Decibel (dB) measured on the A scale (dBA) or higher when measured by the A weighted network of a standard sound level meter. Examples are generators, large trucks, large shredders, wind fans, etc.

(2) Exposure to any weapons fire or other impulse noise in excess of 140 dB, peak (dBP),

e. Hearing Protection,

(1) Hearing protective devices will be provided as required, and instruction will be given on the proper use/wearing of hearing protection. Personnel will wear proper hearing protective devices to prevent or minimize disabling hearing loss.

(2) Hearing Conservation information (DA Pam 40-501) will be incorporated in the safety training of personnel, both supervisors and employees.

f. Hearing Evaluations.

(1) All noise exposed personnel must receive reference, 90 day, annual, and termination audiograms, IAW DA Pam 40-501, para 7-2.

(2) The unit safety officer will have a noise survey conducted of any area in question for potential noise hazards.

(a) Assistance from the host installation medical personnel (i.e., Occupational/Preventive Medicine Clinic, Industrial Hygienist) will be required in evaluating potentially hazardous noise levels and making suitable recommendations to correct and/or eliminate the hazard.

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(b) Personnel working within the hazardous noise area will be required to wear ear protection at all times while in the location.

(3) Appropriate personnel actions will be taken when notified by the appropriate medical authority that an individual has sustained a hearing loss which will be aggravated by additional noise exposure.

(4) Supervisors are to be notified when audiometric evaluations are required for individuals under their supervision,

g. Procedures.

(1) IAW DA Pam 40-501, para 7-6, personnel shall be informed in writing by the unit Hearing Conservation Manager of any evidence of hearing loss exceeding 25 dbA/significant.

(2) All personnel will take necessary precautions and wear authorized and properly fitted hearing protective devices when exposed to potentially hazardous noise levels. Training will be provided for proper wear of hearing protection.

(3) Additional testing above the prescribed requirements may be requested for those in potentially noise hazardous areas.

(4) For audiometric test scheduling purposes, individuals will be tested at least annually.

6.4 Vision Program

a. Purpose. To assure the proper utilization and preservation of eyesight of all employees of the 470th MI BDE.

b. Procedures

(1) To determine positions classified as "eye hazardous", the Installation Safety Officer will conduct a vision survey.

(2) Personnel filling position determined to require industrial safety spectacles will have their vision tested.

(3) If required, prescription and non-stock plan individual safety eyewear will be purchased.

(4) Education sessions will be conducted to instruct personnel in the proper use and care of protective eye wear-

(5) New personnel will be briefed on the importance of safety devices for eye protection and the importance of maintaining these devices.

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- (6) Employees in vision program will be periodically screened.

6.5 Blood borne Pathogen Program

a. 470th Military Intelligence Brigade is committed to a safe and healthy working environment. This Exposure Control Program is to identify personnel and procedures at risk for occupational exposure to bloodborne pathogens, and discuss the policy, procedures and responsibilities designed to enhance a safe working environment. According to the Occupational Safety and Health Administration (OSHA), approximately 5.6 million workers are at risk to exposure to bloodborne pathogens such as human immunodeficiency (HIV) and hepatitis B (HBV) and other potentially infectious materials. Those workers who have occupational exposure more commonly are police officers, combat lifesavers, medics, or anyone whose job might require first response medical care in which there is reasonable expectation of contact with blood or other potentially infectious materials.

b. Scope. This plan applies to all personnel assigned or attached to the 470th MI Brigade whose position duties/additional duties may expose them to infectious materials,

c. Definitions:

(1) Blood borne pathogen (BBP). Under OSHA standards, blood means human blood, blood products, or blood components. Other potentially infectious materials include human body fluids, such as: saliva in dental procedures, semen, vaginal secretions, cerebrospinal, synovial, pleural, and amniotic fluids; unfixed human tissues or organs; HIV containing cells or cultures, HBV containing culture mediums or other solutions, and all body fluids in situations where it is difficult to differentiate between body fluids

(2) Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

(3) Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

(4) HBV means hepatitis B virus.

(5) HIV means human immunodeficiency virus.

(6) Other Potentially Infectious Materials means: (1) the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV- containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

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(7) Occupational Exposure. This means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of employment related duties.

(8) Exposure Incident. Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials which results from the performance of an employee's duties.

(9) Parenteral. Piercing the mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

(10) Sharps. OSHA defines sharps as needles, scalpels and other small objects with a cutting edge

d. REFERENCES:

(1) 29CFR 1910.1030, Bloodborne Pathogen Standard

(2) INSCOM REG 385-2, INSCOM Safety Program

e. Exposure Determination.

(1) Occupational exposure means REASONABLY ANTICIPATED skin, eye, mucous membrane, or paternal contact with blood or other potentially infectious materials that may result from the performance of his or her duties- Job classifications and associated tasks/procedures are as follows-

JOB CLASSIFICATION
OR ADDITIONAL DUTY
Combat Lifesavers

ASSOCIATED TASK/PROCEDURES

-Administering emergency first aid
-Assisting in the evacuation of injured personnel -Administer CPR

(2) Job classifications where personnel are NEVER occupationally exposed: Administrative staffs, Intelligence Personnel, Computer Technicians and Electronics Technicians.

(3) Occupational exposure does not cover "GOOD SAMARITAN" acts which result in exposure to blood or other potentially infectious materials from assisting other personnel, although follow-up procedures are encouraged in such cases

f. Compliance Methods.

(1) Universal precautions will be observed in the MRSOC/BRIGADE. All blood or other potentially infectious material will be considered infectious regardless of the perceived

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status of the source individual, Engineering and work practice controls will be implemented to eliminate or minimize exposure to personnel.

(2) Hand washing facilities must be made available to the personnel who incur exposure to blood or other potentially infectious materials. If hand-washing facilities are not feasible, personnel will be provided with antiseptic towelettes followed as soon as possible by washing with soap and running water. Dry washing (antiseptic towelettes) will be used during emergency response. Dry wash materials will be maintained in First Responder's emergency kit. The First Responder is responsible for ensuring that dry wash materials are available. NOTE: After removal of personal protective gloves, personnel shall wash hands and any other potentially contaminated skin area with soap and water immediately or as soon as feasible. If personnel incur skin or mucous exposure, these areas shall be washed or flushed with water as soon as feasible-

(3) Gloves- Gloves will be worn where it is reasonably anticipated that personnel could have contact with blood, other potentially infectious materials, nonintact skin and mucous membranes. Disposable gloves are not to be washed or decontaminated for re-use and are intended for one time use only.

(4) All contaminated areas will be decontaminated after completion of procedures. The area will be decontaminated with household bleach, mixed 1 part bleach to 10 parts water.

(5) Any broken glassware that may be contaminated will not be picked up directly with the bare hands. Personnel must use disposable gloves and tongs or other tools.

(6) Clothing that is contaminated with blood or other infectious materials will be handled as little as possible. Such clothing will be placed in durable, leak proof, container that is labeled "CAUTION BIOHAZARD". The clothing will not be sorted or rinsed prior to placing them in the container. This clothing will be turned over to Brooke Army Medical Center.

(7) When an exposure occurs, it shall be immediately reported to the Brigade Safety Officer. A post exposure evaluation and follow-up will be offered to the personnel. This evaluation and follow-up will, at a minimum, include:

- (a) Documented route(s) of exposure and how exposure occurred.
- (b) Identify and document the source individual, unless it can be established that identification is infeasible or prohibited by law.
- (c) Obtain consent and test source individual's blood as soon as possible to determine HIV and HBV infectivity and document the source's blood test results. If consent is not obtained, the employer must show that legally required consent could not be obtained. Where the law does not require consent, the source individual's blood, if available, should be tested and the results documented.

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(d) If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity. Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.

(e) After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status. If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If during this time, the exposed employee elects to have the baseline sample tested, testing shall be done as soon as feasible.

(f) The exposed personnel will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. The health provider will offer this.

(g) Appropriate counseling concerning precautions to take during the post incident period shall be made available to exposed personnel along with information on symptoms for the need to report any related incidence to appropriate personnel.

(9) A written opinion shall be obtained from the health care professional who evaluates the personnel. Written opinions will be obtained when:

(a) The person is sent to receive the Hepatitis B vaccine.

(b) The person is sent to a health care professional following an exposure incident. Health care professionals are to limit their opinions to:

(i) Whether Hepatitis B vaccine is indicated and if the person has received the vaccine, or for evaluation following an incident.

(ii) That the person has been informed of the results of the evaluation.

(iii) That the employee has been told about any medical conditions Resulting from blood or other potentially infectious material.

(10). Training will be provided for all personnel assigned to task involving the potential for occupational exposure. Training will be conducted by appointment with the Safety Division. Training will include:

(a) An explanation of the OSHA Standard for Bloodborne Pathogens

(b) Epidemiology and symptomatology of bloodborne diseases

(c) Modes of transmission of bloodborne pathogens

(d) Explanation of the MRSOC/Ft Sam Houston Exposure Control Plan

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(e) Procedures which might cause exposure to blood or other potentially infectious materials

(f) Control methods which are to be used

(g) Protective personal clothing and equipment available

(h) Post exposure evaluation and follow-up

(i) Proper signs and labels

(11) Record keeping. Each unit will maintain training records for 3 years from date training occurred, required for this Exposure Control Program. The record shall include:

(a) Dates of training sessions;

(b) Contents/summary of the training sessions;

(c) Names and Qualifications of persons conducting the training. A copy of those trained shall be provided to the MRSOC/Brigade Safety Officer within 10 days of the training date.

6.6 FIRE PREVENTION & PROTECTION:

Purpose. See separate Fire Prevention SOP.

6.7 MOTOR VEHICLE, BICYCLE, AND PEDESTRIAN SAFETY:

a. Purpose. This section establishes the 470th MI BDE safety standards and accident prevention efforts to reduce the risk of death or injury to personnel.

b. General.

(1) Types of Restraint Systems: Manual Safety Belt, Automatic Safety Belt, and Air Bags.

(2) Effectiveness of Safety Belts,

(a) Reduces fatalities by 60 - 70%.

(b) Aid the driver to maintain vehicle control in event of a collision.

(c) Assists in the prevention of occupants colliding with each other.

(d) The pressure of a sudden stop is more evenly distributed across the

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stronger parts of the body.

c. POV/Army Motor Vehicle (AMV) Safety Belt Requirements.

(1) IAW AR 385-55, soldiers are required to use safety belts at all times, on and off Federal Installations, while driving or riding in a POV or AMV. Civilian employees will use safety belts while driving or riding in POV or Government-owned vehicle on Federal Installation and off installations while on official business.

(2) Driver Education. Before personnel can register and operate (on any Army installation) their privately owned motorcycle, moped or motor scooter, the individual must successfully complete a rider or operator course that is approved by the Motorcycle Safety Foundation or Specialty Vehicle Institute of America. Additional information can be obtained from your host Safety Office.

(3) Driver Selection. Interviews will be conducted by the commander or authorized representative. Areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics and any medication use. Sample questions can be found in AR 600-55, Appendix B.

d. Motorcycle, Moped, and Motor Scooter Safety Requirements.

(1) All personnel will wear the safety equipment listed below, whenever they operate a motorcycle, motor scooter, or moped on or off a DOD installation. This policy is consistent with requirements set forth in AR 385-55. Requirements for civilian employees are also governed by AR 385-55, Appendix B.

(a) Approved protective helmet with chin straps fastened. Helmets must meet minimum Department of Transportation (DOT) standards.

(b) Approved eye protection such as eyeglasses, goggles, or face shield attached to the helmet.

(c) Protective clothing to include full fingered gloves, long-legged trousers, longsleeved shirt or jacket, leather boots or over-the-ankle shoes, and high visibility garments.

(d) All personnel who own/operate motorcycles will attend and complete a DOD approved motorcycle safety course before operating any type of motorbike.

e. POV Safety Inspection.

(1) Commanders and supervisors are encouraged to inspect their personnel's POV to ensure their vehicles are in an operational safe condition.

(2) POV inspection should be conducted before personnel travel on leave, pass, or during long holiday periods.

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(3) A suggested checklist is attached to this Appendix.

f. Bicycle Safety.

(1) Traffic laws apply to persons operating bicycles. Every person riding a bicycle shall have all the rights and duties applicable to the driver of a motor vehicle.

(2) All personnel who ride bicycles on a military installation will wear an approved (i.e., ANSI or Snell Memorial Foundation) bicycle helmet. Although not required, bicyclists are encouraged to wear the same personal protective clothing and equipment prescribed for motorcycle, moped, and motor scooter operators. Other units will follow the requirements of their host installation.

(3) Bicyclist will:

(a) Obey all traffic signals, signs, and devices,

(b) Ensure their bicycle is equipped with suitable headlights and taillights or red reflectors. A flashlight in the hand is not considered to be a suitable headlight.

(c) Ride as near to the right side of the roadway as possible, exercising due care when passing a standing vehicle or on proceeding in the same direction.

(d) Ride in a single file.

g. Use of Headphones, Earphones, or Other Listening Devices.

(1) The wearing of portable headphones, earphones, or other listening devices while operating a motorcycle, moped, motor scooter, or bicycle on federal property is prohibited.

(2) It is also prohibited to wear portable headphones, earphones, or other listening devices while jogging or walking on roadways and sidewalks.

(3) Use of these devices masks or prevents recognition of emergency signals, alarms, the approach of vehicles, human speech, and the ability to determine the direction from which the sound is coming.

6.8 RISK ASSESSMENT:

a. Purpose. This section establishes the 470th MI Brigade's Risk Assessment Program and prescribes policies, procedures, and standards to implement the program. The primary purpose of RISK ASSESSMENT is to identify possible hazards and implement controls that will lessen or negate a hazard in order to protect the force. It is applicable to any mission or environment.

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b. Risk Management Process. Risk Management is a 5-step process. The 5 steps are:

(1) IDENTIFY HAZARDS - Identify hazards to the force. Consider all aspects of current and future situations, environment, and known historical problem areas.

(2) ASSESS HAZARDS - Assess hazards to determine risks. Assess the impact of each hazard in terms of potential loss and cost based on probability and severity.

(3) DEVELOP CONTROLS & MAKE RISK DECISION - Develop control measures that eliminate the hazard or reduce its risk. As control measures are developed, risks are re-evaluated until all risks are reduced to a level where benefits outweigh potential cost.

(4) IMPLEMENT CONTROLS - Put controls in place that eliminate the hazards or reduce their risks.

(5) SUPERVISE AND EVALUATE - Enforce standards and controls. Evaluate the effectiveness of controls and adjust or update as necessary.

c. Responsibilities.

(1) The 470th MI Brigade Commander is responsible for overall supervision of the 470th MI Brigade Risk Assessment Program.

(2) SCE/Battalion Commander will ensure that their units are in compliance with this SOP.

(3) Company Commanders will incorporate RISK ASSESSMENT into all training and will have a safety ANNEX in all OPORDS.

(4) All commanders will use the Risk Assessment Matrix (figure 12-2) in conjunction with the Risk Assessment Worksheet (figure 12-3) for all Training.

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RISK ASSESSMENT MATRIX				HAZARD PROBABILITY				
				FREQU ENT	LIKELY	OCCASI ONAL	SELDO M	UNLIKE LY
				A	B	C	D	E
EFFECT	CATASTRO PHIC	I	EXTRE MELY HIGH		HIGH		MEDIU M	
	CRITICAL	II					MEDIU M	
	MODERAT E	III	HIGH	MEDIUM		LOW		
	NEGLIGIBL E	IV	MEDIU M					

FIGURE 12-2: Risk Assessment Matrix

FIGURE 12-2: Risk Assessment

Matrix

EFFECT

CATASTROPHIC-DEATH OR PERMANENT TOTAL DISABILITY, SYSTEM LOSS, MAJOR PROPERTY DAMAGE.

CRITICAL-PERMANENT PARTIAL DISABILITY, TEMPORARY TOTAL DISABILITY IN EXCESS OF 3 MONTHS, MAJOR SYSTEM DAMAGE, MAJOR PROPERTY DAMAGE.

MODERATE-MINOR INJURY, LOST WORKDAYS, COMPENSABLE INJURY/ILLNESS, MINOR SYSTEM DAMAGE, MINOR PROPERTY DAMAGE.

NEGLIGIBLE-FIRST AID OR MINOR SUPPORTIVE MEDICAL TREATMENT, MINOR SYSTEM IMPAIRMENT.

FIGURE 12-3: Example Risk Assessment

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PROBABILITY

FREQUENT-OCCURS OFTEN-ALL
SOLDIERS AND/OR
EQUIPMENT ARE CONTINUOUSLY
EXPOSED.

LIKELY-OCCURS FREQUENTLY-ALL
SOLDIERS AND/OR EQUIPMENT ARE
EXPOSED SEVERAL TIMES.

OCCASIONAL-OCCURS SOMETIMES-
ALL SOLDIERS AND/OR EQUIPMENT
IS EXPOSED SPORADICALLY

SELDOM-REMOTE OCCURRENCE-ALL
SOLDIERS AND/OR EQUIPMENT ARE
POSSIBLY EXPOSED.

UNLIKELY-RARE OCCURRENCE OF
EXPOSURE.

NOTE: UNIT EXPERIENCE AND
EXPOSURE AFFECT THE
PROBABILITY OF OCCURRENCE.

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Risk Assessment Worksheet WEAPONS RANGE

1. MSN/TASK: Conduct M16 Range FM 23-9		2. DTG BEGIN: 240100APR99		3. DATE PREPARED: 23 FEB 99		
4. PREPARED BY: (RANK/Last Name, Duty Position) 2LT Eager, 1 st Plt Ldr Co B, 701 st MI BN						
5. HAZARDS	6. INITIAL RISK LEVELS	7. CONTROLS	8. RESIDUAL RISK LEVELS	11. HOW TO IMPLEMENT	12. HOW TO SUPERVIS E	13. ARE CONTR OLS EFFECT IVE?
Inexperienced Soldiers	M	Conduct Training Both prior to and on day of range	L	PMI & Hip-pocket training	Immediate Supervisor	YES
Cold Weather Injury	H	Provide Warm-up Tent with Soup & Coffee, Identify Previous Cold Weather Victims	L	OPORD	Range OIC	YES

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9. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Circle One) LOW MODERATE HIGH EXTREMELY HIGH				10. RISK DECISION AUTHORITY: (RANK/Last Name, Duty Position) <div style="text-align: right;">CPT BART, Co</div> CDR		

FIGURE 12-4: Risk Assessment Worksheet

1. MSN/TASK:		2. DTG BEGIN:		3. DATE PREPARED:		
4. PREPARED BY: (RANK/Last Name, Duty Position)						
5. HAZARDS	6. INITIAL RISK LEVELS	7. CONTROLS	8. RESIDUAL RISK LEVELS	11. HOW TO IMPLEMENT	12. HOW TO SUPERVIS E	13. ARE CONTR OLS EFFECT IVE?

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9. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Circle One)				10. RISK DECISION AUTHORITY: (RANK/Last Name, Duty Position)		
LOW	MODERATE	HIGH				
EXTREMELY HIGH						

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d. Decision Risk Level Authority:

(1) Extremely High - loss of ability to accomplish the mission: requires first General Officer in chain of commands approval.

(2) High - significant loss of ability to accomplish the mission: requires Brigade Commander approval

(3) Moderate - degrades mission capability- requires Battalion Commander or LTC and GS-13 and above. Battalion Commander for aviation operations.

(4) Low - little or no impact to mission capability: requires Company Commander approval or GS-11 and above. Company Commander for aviation operations.

6.9 SAFETY AWARDS PROGRAM:

a. Purpose. This section establishes the 470th MI Brigade Safety Awards Program and prescribes policies, procedures, and qualification standards to implement the program.

b. Responsibilities.

(1) The 470th MI Brigade Commander is responsible for overall supervision of the Brigade Safety Awards Program.

(2) The 470th MI Brigade Safety Officer

(a) Plans, directs and administers the 470th MI Brigade Safety Awards Program.

(b) Submits recommendations to the Commander to recognize and reward subordinate units and individuals for noteworthy contributions to the overall 470th MI Brigade Safety program.

(3) Battalions are responsible for establishing and implementing procedures that recognize their unit and individual efforts to reduce and improve the overall Safety Program. Recommendations for Command awards will be forwarded to the 470th MI Brigade Safety Officer.

c. Awards.

(1) Unit/individual. Unit Commanders or Safety Officers may submit nominations for safety awards listed in AR 672-74, paragraphs 2-2 through 3-6. Request will be forwarded through command channels to HQ, USAINSCOM, ATTN: IAPE-HR-S. Safety Performance and eligibility will be verified at each level of command.

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(2) Other. Commanders at all levels can recognize safe performance displayed by individuals and units under their command through the use of DA Forms 1118, 1119 and 1119-1, Certificate of Achievement for Safety.

(3) In addition to the Army Safety Awards described in this section, awards may be presented to individuals or groups within the limitations of AR 672-5-1, AR 672-20 or AR 672-74

6.10 RADIATION SAFETY PROGRAM:

a. Purpose: To provide safety guidelines for the accountability, storage, and handling of radioactive material.

b. Scope: This SOP applies to all individual of the 470th MI BDE that maintain equipment that contains radioactive material.

c. Responsibilities: The 470th MI Brigade Commander will have oversight of the unit Radiation Protection Program. A 470th MI Brigade Radiation Safety Officer will be appointed on orders. The RSO will be located in the Group HQ. The RSO will:

(1) Publish and update as necessary a Radiation Protection SOP.

(2) Receive documented training.

(3) Coordinate through the Post RSO for periodic training on the proper handling and storage of equipment that contains radioactive materials.

(4) Conduct semiannual inventories of all magnetic lensatic compasses by serial number and maintain copies of these inventories for three years.

(5) Notify installation RSO of any emergency or loss of magnetic lensatic compasses.

d. Storage Areas:

(1) Area must be secured from unauthorized access.

(2) Area must be kept clean and free of dirt and dust.

e. Magnetic Lensatic Compass Safe Handling Procedures

(1) If the glass panel is discovered broken or damaged, handle while wearing rubber gloves. Dispose of gloves and panel in a plastic gab. Notify the GRSOC/BRIGADE RSO.

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(2) If skin contact is made, decontaminate immediately with nonabrasive soap and water. Monitor the individual to ensure decontamination is complete.

6.11 Water Safety.

a. Purpose. To prevent accidents to personnel engaged in water activities.

b. Responsibilities.

(1) Units will annually identify all non-swimmers.

(2) Personnel will be briefed on all "off limits" recreational swimming areas for military personnel.

(3) Personnel will be briefed on water safety as part of seasonal safety training.

6.12 Holiday Safety:

a. Purpose. To prevent accidents to personnel during holiday periods.

b. Responsibilities.

(1) Special safety briefings will be conducted by commanders before holiday weekends.

(2) Safety briefing should include but are not limited to the following:

- (a) Identification of seasonal hazards associated with holiday driving.
- (b) Recreational activities
- (c) Fatigue
- (d) Consumption of alcohol

(3) Safety inspections of privately-owned vehicles must be conducted at least twice a year and at more frequent intervals at the discretion of the commander.

6.13 Accident Reporting

a. Purpose of Accident Reporting and Investigation is to prevent accidents. This means that safety reports of accidents will not be used for disciplinary or liability

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purposes (AR 385-40, para 1-5). Military or civilian police officials will initially estimate Army and civilian damages and include damage estimates in official police reports. Army unit maintenance personnel will inspect vehicles to determine actual damage.

b. Responsibilities.

- (1) The Commander who first becomes aware of any Class A or B Army accident or Class C Army aviation (flight, flight related, or aircraft ground) accident will, through their existing chain-of-command, immediately notify :**

- (a) The immediate command of all personnel involved.**

- (b) Commanders will notify the unit safety office as soon as possible but not later than—**

- (a) Four hours after a class A or B ground accident.**

- (b) Four hours after a class A, B, or C aviation accident.**

- (c) Twenty-four hours after a class C or D ground accident.**

- (d) Twenty-four hours after a class D or E aviation accident.**

- (2) Unit Safety Officers will notify the Commander, USASC by telephone, (DSN 558-2660/3410, commercial (334) 255-2660/3410)**

- (3) Commanders and/or Unit Safety Officers will report to the BDE Safety Officer as soon as possible, who will in turn notify the BDE Commander.**

c. Army Accident Types.

- (4) An Army accident is defined as “An unplanned event, or series of events, that result in injury or illness to either the Army or non-Army personnel, or damage to Army or non-Army property as a direct result of Army operations (caused by the Army) or both.” A recordable accident (over \$2,000 damage to Army property or a workday lost by Army personnel) when there is no degree of fault by the Army (military or civilian) will be reported and recorded according to AR 385-40, DA Pamphlet 385-40, and UR 385-40.**

Classes of Army Accidents are as follows:

- (a) Class A Accident:** An accident in which the resulting total cost of property damage is \$1,000,000 or more; an Army aircraft or missile is destroyed, missing, or

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abandoned; or an injury or occupational illness results in a fatality or permanent total disability.

(b) **Class B Accident:** An accident in which the resulting total cost of property damage is \$200,000 or more, but less than \$1,000,000; an injury or occupational illness results in permanent partial disability; or when three or more personnel are hospitalized as the result of a single occurrence.

(c) **Class C Accident:** An accident in which the resulting total cost of property damage is \$20,000 or more, but less than \$200,000; a nonfatal injury causes loss of time from work (for example, 1 workday) or disability at any time (lost time case).

(d) **Class D Accident:** An accident in which the resulting total cost of property damage is \$2,000 or more, but less than \$20,000.

(5) Ground accidents. At a minimum, notification will include information on DA Form 7306-R, Worksheet for telephonic Notification of Ground Accident (This form will be locally reproduced on 8-1/2 X 11-inch paper. See back of this SOP for a master copy.)

(6) Aviation accidents. At a minimum, notification will include the information on DA Form 7305-R Worksheet for Telephonic Notification of Aviation Accident (This form will be locally reproduced on 8-1/2 X 11 inch-paper. See back of this SOP for a master copy.)

(d) Additional notification requirements for:

(i) Explosives procedures are described in 6.17 of this SOP.

(7) Accident Investigation Procedures

(a) Class A and B accidents will be investigated using the procedures in AR 385-40, DA Pam 385-40.

(b) Accident Boards:

(i) Accident Boards should be appointed and briefed within 24 hours after an accident. The following have appointing authority for on-duty Class A and B ground and Class A through C aviation accident boards:

(ia) AMEDD Commanding General

(ib) USARSO Commanding General

(ic) 470 MI Brigade Commander

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(id) 204th Battalion Commander

(ie) 314th Battalion Commander

(if) non-voting advisors may be appointed as directed by AR 385-40.

(ii) The approving authority for all accident investigations will be the INSCOM Commanding General or an appointed representative.

(c) Off-Duty Accidents. Unit will submit a fully completed DA Form 285-AB-R to its designated safety office (the safety office will forward a report to USASC for recording in ASMIS) when either of the following occur:

(i) Fatal injuries to off-duty military personnel.

(ii) A lost-time or greater non-fatal injury to off-duty military personnel.

(d) POV accident reports will include information on type of vehicle involved, seatbelts/helmets, drugs/alcohol, and type of driver training completed.

(e) In addition, after every Privately Owned Vehicle (POV) accident resulting in death or serious injury, commanders will:

(i) Conduct an assessment of the accident with the involved soldier's chain-of-command.

(ii) Determine what happened and how it could have been prevented.

(iii) Implement corrective and preventive measures.

(iv) Publicize lessons learned.

(v) Send a copy of the assessment ((i) above) through the chain-of-command to the BDE Safety Office. The DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR)), block 39, will include three additional paragraphs (pre-accident phase, accident phase, and post-accident phase) according to DA Pamphlet 385-40.

(f) AGAR. The AGAR system is used to document recordable class C and D ground accidents. An information copy of completed accident reports must be sent through command channels to the BDE Safety Office.

(g) Biochemical Testing. Biochemical (blood and urine) testing must be performed on all personnel involved in, or contributing to, Class A, B, or C aviation accidents, and on-duty class A or B ground accidents. Collection, marking, packing,

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shipment, and analysis procedures are prescribed by DA PAM 385-40. The following specimens will be collected according to AR 40-21:

- (i) Serum: 15 to 20 milliliters (no preservatives) (unhemolyzed).
 - (ii) Blood: 15 to 20 milliliters (sodium fluoride or ethylenediamine tetraacetic acid).
 - (iii) Urine: 50 milliliters (optimum) (no preservatives)
- (h) Accidents involving other National Military Forces. The following guidance applies to accidents or incidents involving U.S. equipment, facilities, or personnel and those of other national military forces. All appointing and approving authorities and reporting requirements (b-I above) remain the same.
- (i) U.S. Army commanders in separate United Nations (U.N.) or NATO organizations or facilities will—
 - (ia) Develop procedures for notifying the appropriate agencies of other countries involved in accidents.
 - (ib) Safeguard wreckage in an undisturbed condition and ask LN authorities to help secure the scene of the accident until the proper safety accident-investigation board completes the field investigation. If the wreckage must be moved, documentation of the site must be made using photographs, drawings, maps, or diagrams.
 - (ii) Non-U.S. members may be invited, when appropriate, to participate in Army accident investigations as nonvoting members. If equipment, facilities, or personnel of other member nation caused or contributed to the accident, that nation's authorities will be notified and invited to take part in the investigation as a nonvoting member.
 - (iii) Distribution of accident information to non-U.S. NATO members must be according to STANAG 3101 and approved by the United States Army Combat Readiness Center.

d. Pre-accident Plan. The unit commander will establish and implement the pre-accident plan. The information in this section is not all-inclusive or restrictive. Unit commanders will decide what additional information needs to be in their pre-accident plans.

(1) Unit personnel will be—

- (a) Familiar with the accident reporting provisions of AR 385-40.

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(b) Aware of the requirement to report all accidents to the unit safety officer or NCO.

(2) The safety officer or NCO will have a written pre-accident plan that explains what to do (for example chain-of-command notification, emergency-response-team actions) in case of an accident.

(3) Each unit will develop and publish a field tactical pre-accident plan that includes specific procedures to follow in case of an accident. The plan must include--

(a) Information for using Host Nation (HN) telephone lines to speed up notifying rescue, aeromedical evacuation, and chain-of-command personnel.

(b) The locations of the nearest military and civilian medical treatment facilities (MTF's) and fire departments.

(c) The locations and means of notifying medical personnel.

(d) Training for field-site rescue personnel.

(e) Identification of unit personnel who speak the HN language.

(f) Accident-site security.

e. Primary Notification.

(1) The person who first becomes aware of an accident will complete lifesaving steps, and then report the accident to the victim's unit.

(2) The Unit safety officer or NCO will—

(a) Notify chain-of-command.

(b) Determine the initial classification of the accident (para c-4 (a)-(d)).

(3) The victim's unit will notify the following when appropriate:

(a) Military Police

(b) Medical Personnel

(c) Fire Department

(d) Local authorities

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(4) The victim's unit will secure the accident scene and when the accident is released by local police.

f. Secondary Notification.

The victim's unit will notify the following when necessary:

(1) Chaplain, if needed (for notifying the next of kin).

(2) Unit maintenance personnel.

(3) Battalion- or higher-level safety personnel for investigation assistance if required (on-duty Class A and B accidents).

(4) Public Affairs Office.

6.14 Confined Entry Program.

a. Purpose.

(1) To provide the 470th MI BDE personnel with the guidance and regulatory requirements for practices and procedures to protect employees from the hazards of entry into confined spaces and in particular, permit-required confined spaces.

(2) To implement the Occupational Safety and Health Administration (OSHA) standard, 29 Code of Federal Regulations (CFR) 1910.146 at FSH.

(3) To provide employees of the 470th MI BDE with information that will enable them to recognize the hazards associated with the confined spaces and to implement the necessary controls that provide them a safe entry into and exit from confined spaces.

b. Applicability. This section applies to all military, civilian, and contractor personnel working in any organization that is attached or is a part of 470th MI BDE.

c. Confined Space. All the three following conditions must be present for a space to be considered a confined space. A confined space:

(1) Is large enough and so configured for an employee to bodily enter and perform assigned work;

(2) Has limited or restricted means for entry or exit (can be by size or location);

(3) Is not designed for continuous occupancy.

d. Permit-required confined space. (Has one or more of the following characteristics.

(1) Contains or has a potential to contain a hazardous/toxic atmosphere;

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(2) Contains a material that has the potential for engulfing an entrant (gases other than oxygen and fill material such as sand or dirt);

(3) Has an internal configuration where an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section;

(4) Contains any other recognized serious safety or health hazard.

e. Engulfment. The surrounding and effective capture of a person by gaseous substances or a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

f. Hazard classification. Determining if the confined space is a permit required or non-permit required confined space.

(1) Permit required confined spaces could be further classified based upon the particular hazard:

(a) Immediately Dangerous to Life and Health environment.

(b) Combustible/flammable environment.

(c) Oxygen deficient/enriched environment.

(d) Permissible exposure limit exceeded environment.

(2) Non-permit required confined spaces.

g. Immediately Dangerous to Life and Health (IDLH). Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit-required space.

h. Oxygen Deficient. An atmosphere containing less than 19.5% oxygen by volume.

i. Inerting. The displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

j. Permit System. The written procedures for preparing and issuing permits for entry into and for returning the permit space to service following termination of entry.

k. Entry. The action by which a person passes through an opening into a permit-required confined space.

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l. Entry Permit. The written or printed document that allows and controls entry into a permit space and that contains the specific information on the hazards and worker protection measure.

m. Attendant. The individual(s) stationed outside one or more permit required space(s) who monitors the authorized entrants and who performs all assigned duties listed in this memorandum.

n. Prohibited Condition. Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

o. Testing. The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

NOTE: Testing provides information to develop and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

p. Non-permit Confined Space. A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm. Examples of non-permit confined spaces include: freezers, motor control cabinets, or attics. Although these are “confined spaces,” these spaces have either natural or permanent mechanical ventilation to prevent the accumulation of a hazardous atmosphere and they do not present engulfment or other potentially serious hazards. However, if there is a change in the atmospheric conditions inside a non-permit required confined space, the confined space must be re-evaluated to determine if the space has become a permit required confined space.

q. Hot Work Permit. The FSH authorization (DA Form 5383-R, Hot Work Permit) to perform operations capable of providing a source of ignition. Example sources of ignition include but are not limited to riveting, welding, cutting, burning, and heating.

r. General Requirements.

(1) Employees shall assume that all confined spaces contain hazardous and unsafe conditions and entry into or work in such a space is prohibited until they have been trained, the atmosphere has been tested and the required safety procedures implemented.

(2) No individual shall be permitted to enter a confined space until a complete assessment of the confined space is made and when applicable, an authorization by entry permit (CSFS Form 109-E or civilian equivalent form) is obtained. See paragraph 7.

(3) Hazard classification of a confined space shall be based on the most hazardous condition probable in the working area. Assume all confined spaces to be classified as

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permit-required. Only after testing and professional evaluations have determined that a confined space does not meet the requirements of a permit required confined space shall the space be classified as a non-permit confined space.

(4) To prevent inadvertent or unauthorized entry into confined spaces, information concerning the location and existence of the potential dangers shall be disseminated to all the personnel, by posting warning signs by the respective organization responsible for the safe maintenance of such confined spaces. The Installation Safety Office (ISO) and the Preventive Medicine (PM) Service can assist in determining which spaces require the posting of a sign along with written identification. Posted signs at permit-required confined spaces shall include such wording as:

DANGER - DO NOT ENTER PERMIT-REQUIRED CONFINED SPACE

(5) Personnel working in a confined space shall be trained, certified, and authorized prior to working their assigned tasks.

(6) Before personnel are permitted to enter or work in a confined space, the following procedures shall be followed:

(a) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

(b) A railing, temporary cover, or other temporary barrier shall be

promptly installed around the opening to protect employees from accidentally falling through the opening and that protects each employee working in the space from objects entering the space.

(c) Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, in the following order.

(i) Oxygen content,

(ii) Flammable gases and vapors, and

(iii) Potential toxic air contaminants.

Any employee, who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing.

(d) There may be no hazardous atmosphere within the space whenever any employee is inside of the space.

(e) Continuous forced air ventilation shall be used, as follows:

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(i) An employee shall not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.

(ii) The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.

(iii) The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

(iv). The atmosphere within the space shall be periodically tested to verify that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe this periodic testing.

(7) If a hazardous atmosphere is detected each employee in the space shall immediately exit and the space shall be evaluated to determine how the hazardous atmosphere developed.

(8). Corrective actions shall be taken to protect employees from the hazardous atmosphere prior to anyone re-entering the confined space. The employer shall verify that the space is safe for reentry and that the pre-entry measures required by paragraph (6f) have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made available to each employee re-entering the space or to the employee's authorized representative.

(9) Rescue procedures and operations shall consist of the following, in the order mentioned.

(a) Self Rescue whenever possible, shall be the first line of defense. The entrants shall be trained in the emergency evacuation procedures to include communication and self-rescue.

(b) The non-entry rescue of entrants from the confined spaces shall be attempted because of the conditions developed after the entry. The attendants and on-site supervisors shall be trained in the emergency evacuation and non-entry rescue procedures to include the use of retrieval equipment such as a retrieval line, chest or full-body harness, wristlets, and a lifting device or anchor etc.

(c) The entry rescue of entrants from the confined spaces shall be attempted only when no IDLH conditions exist and rescue personnel are properly equipped to avoid being overcome in the confined space.

(d) Every FSH employee and contractor who may be called upon to enter a permit-required confined space as an authorized entrant, an attendant or an entry

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supervisor shall receive and have documentation of job specific training with regard to the duties he/she has been assigned. Entry into a confined space is prohibited unless all individuals are appropriately qualified and trained.

(10) Contractors working on FSH that may be involved with confined space entry:

(a) Shall be informed when work is to be done in a permit-required space and that the work shall be conducted through compliance with a permit-required space program meeting OSHA standard 29 CFR 1910.146.

(b) Shall be provided information on the elements, including the hazards identified and FSHs experience with the space, that make the space a permit-required space. They shall also receive information on the precautions or procedures FSH has implemented for the protection of FSH employees in or near the permit-required space where the contractor will be working.

(c) Shall provide proof that their personnel have received the appropriate confined space training prior to performing work that requires them to enter a confined space on FSH, if requested by the Contracting Officer.

(d) Shall coordinate their entry operations with the Contracting Officer when both FSH and contractor personnel will be working in or near permit spaces.

(11) Contractors who plan to perform Hot Work in a confined space on FSH shall first coordinate with the Fire Emergency Services Division (FESD) who shall review the contractor's work procedures for adequacy in protecting their workers, government employees, and government property. If the FESD determines the procedures meet standards, then they shall issue a job specific DA Form 5383-R, Hot Work Permit. NOTE: DA Form 5383-R, Hot work permit, is required from the Fire Emergency Services Division (FESD) before performing any operations capable of providing a source of ignition, such as riveting, welding, cutting, burning, heating, and possibly grinding. Any type of operation requiring a hot work permit is considered non-routine; therefore, the permit must be signed by the FESD.

s. Responsibilities.

(1) Commanders/organization chiefs shall:

(a) Follow the guidance and implement the policies stated in this memorandum.

(b) Identify both the non-permit required and the permit-required confined spaces within their areas of responsibility as defined in paragraph 6, above.

(c) Provide a listing of all the confined spaces under their areas of responsibility to the ISO within 30 days of the effective date of this revision and provide updates to this listing as new confined spaces become known and/or generated.

(2) For non-permit required confined spaces, direct supervisors to:

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(a) Prepare Standing Operating Procedures (SOPs).

(b) Provide and document annual training on CSFS Form 98-E, Employee Safety and Health Training Record.

(c) Consult with the ISO or PM on the requirements for monitoring the confined space atmosphere.

(d) Establish procedures to re-evaluate the non-permit space when there are changes in the use or configuration of the space that might increase the hazards to the entrants and if necessary, reclassify the space to a permit-required space.

(5) For permit-required confined spaces, direct supervisors to:

(a) Designate entry supervisors (competent person), attendants, and entrants.

(b) Identify the functional job duties and assign responsibilities to personnel who are properly trained, equipped, and qualified, and that all the training is documented on CSFS Form 98-E.

(c) Procure the required equipment to support entry into a confined space to include calibrated instrumentation to test and monitor the atmosphere prior to entry and during the time personnel are in the confined space. Other equipment procured shall include ventilating, communication, appropriate personal protective equipment (PPE), lighting (as needed), barriers, ladders, and rescue and emergency, as a minimum.

(6) Prohibit Soldiers Awaiting Training (SAT) or other soldiers in a casual status from being assigned duties requiring entry into and working either in permit-required or non-permit required confined spaces.

(7) Provide each authorized entrant or entrant's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring or permit spaces.

(8) On-site entry supervisors for permit-required confined spaces shall:

(a) Determine acceptable conditions are present at a permit required confined space when an entry is planned.

(b) Appoint a competent person (trained in the calibration and operation of direct-reading oxygen, flammability, and toxicity monitoring equipment) to evaluate and classify the confined space.

(c) Notify the ISO and the FESD 48 hours before entering into a permit-required confined space (except in case of emergencies).

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(d) Coordinate specific requests for technical assistance or regulatory guidance from the PM Service, FESD, and ISO, as necessary.

(e) Verify personnel are properly trained and certified in the safe operating and emergency procedures, use of protective equipment, and methods of exiting the confined space.

(f) Brief employees of the potential and job specific hazards, i.e., toxic substances or vapors that may be present, and other hazards inherent to the confined space operations.

(g) Inspect the work area, tools and equipment looking for and identifying potential hazards. Determine and evaluate the source (i.e., removal of residue from the space, repair of leaking valve or pipe in the space, etc.), of any suspected atmospheric condition found at the time of entry.

(h) Select and verify the availability of the appropriate PPE.

(i) Enforce the use of all the necessary PPE for safe operations.

(j) Verify respiratory equipment is in a safe operating condition and that all personnel are trained in the proper procedures for its use.

(k) Provide an attendant for each permit-required entry.

(l) Provide the necessary means of communication to summon assistance where visual or oral contact with the entrant is not possible.

(m) Verify all electrical power sources and equipment meet safety requirements for the atmosphere in the confined space.

(n) Require that all electrical power and other energy sources are de-energized, locked out, and tagged, as necessary.

(p) Provide appropriate barriers or other means to protect the entrants and attendants from local traffic hazards, and to protect other personnel from the potential hazards of a job-specific confined space.

(q) Determine and evaluate the source (i.e., removal of residue from the space, repair of leaking valve or pipe in the space, etc.), of any suspected atmospheric condition found at the time of entry.

(r) Establish and review the emergency procedures to rescue persons incapacitated in the confined space.

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(s) Revoke the entry permit, terminate the entry, and secure the site when becoming aware of a prohibited or unexpected condition. Ensure a new entry permit is processed prior to re-entry.

(t) Be the last person to sign the permit after all conditions are met, and require that the permit is constantly maintained at the site where the entry is planned.

(u) Enter permit number and information on the log sheet (FSH Form 110-E, Confined Space Entry Permit Tracking Log).

(9) Confined space attendants shall:

(a) Maintain an accurate log of activities at all times, including the number of personnel present, at a given time, in the confined space.

(b) Remain outside the permit space and not attempt a rescue mission involving entry, until the rescue team has been notified and assistance has arrived; attempt non-entry rescue efforts by means of the lifeline or other devices until assistance arrives. That is, the attendant shall not attempt or initiate the rescue operations requiring entry until the assistance arrives and not before all the other precautions have been taken.

(c) Maintain continuous communication with all the entrants within the confined space by voice, radio, telephone, visual observation or other equally effective means.

(d) Have authority to order entrants to exit the confined space at the first indication of hazards developing, (e.g., unusual conduct by the entrants, or if a situation occurs outside the space that could pose a hazard to the entrants).

(e) Be knowledgeable of the procedures and have the means to summon immediate emergency assistance, as necessary.

(f) Require all personnel in the confined space to exit if the attendant must leave for any reason (except self-preservation), unless replaced by an equally qualified individual. The attendant shall verify that all the entrants have exited the space before leaving and that there is no alternative available. The attendant shall appoint an individual to guard the entrance and prohibit any personnel from entering the confined space until the attendant returns.

(g) Keep unauthorized persons from entering the permit space.

(10) Confined space entrants are individuals who enter confined spaces. The entrants of a confined space shall:

(a) Be trained in and demonstrate an understanding of all the procedures, safeguards and emergency egress, and/or rescue operations

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associated with the entry. This includes understanding the signs and symptoms employees may exhibit in the event a self-rescue needs to be initiated.

(b) Exit a confined space, if hazardous conditions develop or known hazards or conditions are not corrected prior to starting the work; and, will immediately notify the entry supervisor of the hazardous nature of the conditions, upon exit.

(c) Follow all safe work procedures required by supervisory personnel, safety, preventive medicine, and fire representatives.

(11) All other contractors shall demonstrate that their Confined Space Program is in compliance with both OSHA regulations and FSH Memo 385-6, if their work requires entry into a confined space. All the supporting documentation will be provided to the Contracting Officer's Representative (COR) for due review and approval prior to starting the work. In addition, the following shall be verified at the job site, prior to starting the work:

(a) All the required equipment and monitoring devices are available and are in excellent working condition.

(b) All the contractor's personnel scheduled to work have been properly trained for confined space entry to include non-entry rescue.

(c) The contractor is informed of the applicable regulatory standards of a "permit-required confined space," and FSH Memo 385-6.

(d) The contractor is apprised of the potential hazards.

(e) Authorized contractor personnel are to document any change in the conditions or developed hazards in a confined space, and are to inform the ISO immediately of such a confined space.

t. TRAINING. OSHA requires three levels of training concerning confined spaces. This training must be conducted and documented on CSFS Form 98-E, Employee Safety and Health Training Record.

(1) General confined space training for all employees who work around confined spaces shall include:

(a) General overview of the FSH Confined Spaces Program.

(b) Specific types of confined spaces at or near the workplace and the related potential hazards and when there is a change in operations that may present a hazard to the employee.

(c) General signs and symptoms along with the consequences of an exposure to toxic and oxygen deficient atmospheres.

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- (d) Explanation of the permit system.
- (e) Emergency procedures.
- (2) Training for non-permit required confined space entrants shall include:
 - (1) Paragraph 9(a).
 - (a) Explanation as to why the confined spaces are considered “non-permit required.”
 - (b) Changes that have the potential to make the spaces “permit required.”
 - (c) Review worksite specific operating procedures.
 - (d) Communication procedures to follow in case an emergency develops.
- u. Training for permit required confined space shall include:
 - (1) Paragraphs 9(a) and (b) contents.
 - (2) Additionally, for entrants:
 - (a) Use of personal protective and other safety equipment.
 - (b) Attendant alerting procedures.
 - (c) Evacuation procedures.
 - (d) Isolation of hazardous energy sources (lockout/tagout).
 - (3) Additionally, for attendants:
 - (a) Control of access and maintaining accurate records of entrants.
 - (b) Observation of entrants’ behavior.
 - (c) Methods of communicating with authorized entrants.
 - (d) Emergency procedures to include summoning help.
 - (4) Additionally, for supervisors:
 - (a) Determining acceptable entry conditions.
 - (b) Authorizing entry and removing unauthorized individuals who may enter or attempt to enter the permit space.

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(c) Compliance requirements for permit required confined spaces to include reporting and record keeping.

(d) Oversight of entry operations such as proper placement of fresh air circulation systems, vehicles aren't idling near-by, and terminating entry, etc.

(5) Training for emergency procedures includes the use of life-saving equipment, evacuation plan, making contacts with emergency personnel, etc.

(6) Training of personnel responsible for atmospheric monitoring to include:

(a) Priority for the monitoring of contaminants or gases.

(b) Permissible exposure levels for the contaminants or gases to be monitored.

(7) Additional training is required when:

(a) There is a change in the responsibilities of the personnel (job duties).

(b) There is a change in the confined space or operations present a new hazard.

(c) When employee's job performance reflects that there are inadequacies in the employee's knowledge or use of confined space procedures.

v. OPERATING PROCEDURES.

(1) Whenever it is determined that confined space work must be done, the following procedures must be followed:

(a) The appointed entry supervisor will select employees to participate in the confined space operation and assign them their respective roles such as entrants or attendants, etc.

(b) The entry supervisor will verify and ensure that the employees have had the required training for the roles that they have been assigned.

(c) The entry supervisor completes the Confined Space Entry Permit (FSH Form 109-E) request, logs it in the Confined Space Entry permit Tracking Log (FSH Form 110-E), and submits it to the Project Manager prior to entry for his review and approval. Contractors working at FSH facilities must follow the same procedures and coordinate all their activities through the Contracting Officer and the designated Contracting Officer's Representative (COR).

(d) Initial atmospheric conditions within a confined space must be evaluated prior to planning and moments prior to entering.

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(e) All test equipment will be calibrated in accordance with manufacturer's specifications and tested to ensure that all units are in proper operating condition at all times.

(2) If the results of the test indicate no hazardous conditions exist:

(a) The entry supervisor will issue the confined space entry permit. A copy of the current permit must be maintained at the work site while the assigned tasks are performed.

(b) Prior to making the space accessible to entrants, appropriate barriers are to be set at the entrance to prohibit unauthorized persons from entering the space, and to protect entrants from external hazards.

(c) Entrants are required to don appropriate PPE before entering the space. The PPE must include non-entry rescue equipment.

(d) The entry supervisor, or a competent person designated by the supervisor, must conduct continuous monitoring.

(e) If at any point the atmospheric conditions change, entrants must exit the space and the appropriate personnel or organizations such as the COR, ISO etc. must be apprised of the events.

(f) Entry Permits must be maintained for at least 1 year from the date of completion.

(3) If the results of the tests indicate hazardous conditions or IDLH exist, the confined space is to be ventilated for at least an hour. The atmosphere must be retested and the process of ventilation continued until the recognized hazards are eliminated.

(4) If personnel from more than one employer or organization are scheduled to enter a permit-required confined space at the same time, a pre-entry meeting must be held with the appropriate personnel such as entry supervisors, COR, ISO, etc. All entry procedures and issues will be agreed upon and written into the permit.

w. Emergency Procedures.

(1) The attendant, upon recognizing that an emergency situation exists will ensure that all the entrants exit the confined space immediately.

(2) The attendant will contact (without leaving the area or without being replaced by another authorized attendant) the following in this order:

(a) FESD (designated Confined Space Rescue Team).

(b) Entry supervisor.

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(c) Collateral Duty Safety Officer.

(d) ISO.

(e) Preventive Medicine Service.

(f) Security.

(g) The COR as necessary.

(3) The attendant will assist the arriving responders by providing them with any information that will be helpful to their rescue attempts, including:

(a) Information on the entry permit.

(b) Observations noted of the situation.

(c) Information provided to the attendant by the entrants.

(d) Any other helpful or pertinent information.

(4) The entry supervisor will immediately cancel the entry permit, noting the nature of the problem causing the emergency situation.

x. Concluding Confined Space Operations.

(1) All entrants must exit the space, removing any equipment or tools that were taken into the space as part of the operation.

(2) Entrances to the space must be closed, locked or sealed as appropriate.

(3) The entry supervisor will cancel the permit and close it out on the permit-tracking log. All the events that take place during confined space operations would need to be documented and the appropriate personnel and organizations, such as the COR, ISO, etc. must be apprised of the events.

(4) Equipment will be cleaned, necessary maintenance performed, and returned to its proper storage location.

y. Contractual Requirements (Projects) Involving Confined Space Entry.

The following paragraphs are applicable to the contractual requirements (projects) to be initiated by respective units or organizations.

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(1) The Project Manager (or a respective organization) shall be responsible for identifying and for listing all the applicable “confined spaces” in their scope or statement of work, if the project work requires entering a confined space.

(2) The Project Manager (or a respective organization) shall be responsible for identifying and for listing all the applicable, appropriate, and relevant regulations in their scope or statement of work, if the project work requires entering a confined space.

6.15 Pre-accident Plan.

a. PRE-ACCIDENT PLAN. The Pre-Accident Plan should be designed to provide response and action to ensure appropriate personnel and agencies are contacted after a ground or aviation accident. The three major considerations following a mishap, in order of importance, are:

- (1) Minimize injuries or loss of life.
- (2) Reduce property damage.
- (3) Prevent loss of evidence or clues.

b. All accidents must be reported, regardless of how insignificant they may appear. Accidents will be reported IAW AR 95-1, AR 385-40, DA PAM 385-40, AR 385-95, INSCOM Sup 385-10, and the Brigade Safety SOP/Pre-Accident Plan. This plan will be designed to ensure efficient notification of all pertinent agencies and individuals. The Pre-Accident Plan will be effectively designed for implementation of all accidents, aviation or ground related.

c. Host nation officials have jurisdiction at accident sites. An official from the host nation may be a voting member on accident boards. However, they will not be allowed to examine classified material or equipment.

d. Whenever fire is present, the fire fighters have complete authority over the site. After the fire is extinguished and the Fire Chief has determined that the site is safe, the President of the Accident Investigation Board or Safety Officer shall assume the responsibility over the crash site.

e. Information pertaining to accidents is for Official Use Only. Do not release accident information to anyone! Refer all questions to the President of the Accident Investigation Board, the Fort Sam Houston Public Affairs Office, or the Brigade Safety Officer. Requests for information under the Freedom of Information Act will be processed IAW AR 25-55.

f. Brigade Phone numbers will be obtained from the most current safety personnel phone roster, Brigade phone directories, and unit alert rosters.

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g. The Brigade S3 will assist the ASO, and S3 / Operations Officer with the preparation, maintenance, and rehearsal of unit Pre-Accident Plans.

1. TAB A - (PRE-ACCIDENT PLAN RESPONSIBILITIES) contains the specific individual responsibilities and format for the Brigade's Pre-Accident Plan. This plan shall be used as a guide for all personnel assigned or attached to this Brigade. If any of the personnel listed in this plan, with responsibilities, are not available at the time of the accident, another person will be designated to perform the necessary duties.
2. TAB B - (BLOODBORNE PATHOGEN SAFETY) establishes the safety requirements and procedures for handling biological hazards / bloodborne pathogens when investigating an accident.
3. TAB C - (COMPOSITE MATERIAL SAFETY) establishes the safety requirements and procedures for handling composite materials when investigating an accident.
4. TAB D - (EQUIPMENT / SUPPORT REQUIREMENTS FOR AN ACCIDENT INVESTIGATION) contains a suggested inventory of soldiers and equipment required to adequately support an accident investigation.
5. TAB E – (EMERGENCY PHONE NUMBERS) provides essential emergency phone numbers.
6. TAB F – (MEDICAL RESPONSE PROCEDURES) outlines the actions of SAS personnel in the event of an aircraft mishap.

A. Responsibilities.

1. Battalion Commander. Each Battalion Commander will have in their Pre-accident plan, a phone roster of individuals that will be involved in the pre-accident plan to include the Brigade Commander, the installation Chief of Staff, and the local Emergency Operations Center (EOC) phone numbers. Also, the Battalion Commander will decide the length of time personnel need to stay in the affected Company area.

2. Battalion Executive Officer. Only the Battalion S-3 will provide information to the 470th MI Group EOC and relate any inquiries to them. The INSCOM PAO is the sole releasing authority for information related to accidents or incidents. **DO NOT RELEASE ANY INFORMATION TO UNAUTHORIZED PERSONNEL.**

(a) Upon initial notification of an aircraft mishap, with damage or injury, the Battalion XO will verify notification of the following individuals by calling the Battalion EOC:

(i) Battalion Safety Officer

(ii) Battalion S-3

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- (iii) Commander of the Company involved in the mishap.
 - (iv) Battalion Flight Surgeon
 - (v) Battalion Chaplain
 - (vi) Battalion Sergeant Major
- (b) Initiate Casualty Assistance Procedures as necessary.
- (i) Send Casualty Initial Report to Post CAO.
 - (ii) Ensure Casualty notification within FOUR Hours
 - (iii) Send SIR Report to: Installation IOC, and to 470th MI Grp S1. (210) 295-6255.
- (c) After receiving additional information on the aircraft mishap, brief-back the Battalion Commander or, in his absence, notify the 470th MI Group Commander.
- (d) In the absence of the Battalion Commander, additionally, the Executive Officer will perform the Battalion Commander's checklist.
- (e) Verify with the Battalion S 3 that the Battalion EOC has been activated.
- (f) In the absence of the S 3, assume the duties of the EOC Officer, until the S 3 arrives.
- (g) Coordinate with the Battalion Safety Officer for information update.
3. Battalion S 3.
- (a) Upon Initial notification of a mishap, with damage or injury, the Battalion S 3 or Assistant S 3 will notify:
- (i) The proper authorities to secure the accident site. (Local installation SOP, Airfield SOP.)
 - (ii) Appropriate Maintenance contractor, depending on the type of aircraft, vehicle, or equipment involved in the mishap.
 - (iii) Battalion S 3 NCOIC.
 - (iv) EOC Personnel.
 - (v) 470th MI Group S 3 or EOC.

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(b) Verify the following individuals have been notified, and log the times the individuals were notified:

- (i) Battalion Commander
- (ii) Battalion Executive Officer
- (iii) Battalion Safety Officer
- (iv) Company Commander of aircraft, vehicle, equipment involved in mishap
- (v) Battalion Flight Surgeon (in case of aircraft mishap)
- (vi) Battalion Chaplain
- (vii) Battalion Sergeant Major

(c) After receiving additional information on the aircraft mishap, back-brief the Battalion Commander and Battalion Executive Offi, with damage or injury, the Battalion S 3 or Assistant S 3 will notify:

- (i) The proper authorities to secure the accident site. (Local installation SOP, Airfield SOP.)
- (ii) Appropriate Maintenance contractor, depending on the type of aircraft, vehicle, or equipment involved in the mishap.
- (iii) Battalion S 3 NCOIC.
- (iv) EOC Personnel.
- (v) 470th MI Group S 3 or EOC.

(b) Verify the following individuals have been notified, and log the times the individuals were notified:

- (i) Battalion Commander
- (ii) Battalion Executive Officer
- (iii) Battalion Safety Officer
- (iv) Company Commander of aircraft, vehicle, equipment involved in mishap

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(v) Battalion Flight Surgeon (in case of aircraft mishap)

(vi) Battalion Chaplain

(vii) Battalion Sergeant Major

(c) After receiving additional information on the aircraft mishap, back-brief the Battalion Commander and Battalion Executive Officer, or in their absence, make the initial notification to the 470th MI Group Commander.

(d) In the absence of the Battalion Commander and the Battalion Executive Officer, the Battalion S 3 will perform the respective checklists of the above-mentioned Officers until their arrival.

(e) Once sufficient personnel are present to activate the Battalion EOC, the Battalion S 3 will relieve Battalion Flight Operations of EOC duties and collect their DA Form 1594.

(f) Initiate a DA Form 1594 and ensure all incoming information and actions are annotated on the log. The log will contain names and times key personnel were notified and detailed sequence of events. (Only one person should maintain the log to prevent confusion).

(g) Serve as the EOC Commander.

(h) If necessary, coordinate actions with the Airfield Operations in recalling all other aircraft. (In the case of an aircraft mishap.)

(i) Verify the accountability of keys to aircraft. (Aircraft mishap)

(j) Verify accountability of Company personnel with the Company Orderly rooms.

(l) Verify with the Battalion Commander on securing any specific company area, if personnel are restricted from entering. (If personnel are restricted, MP presence will be necessary to assist guards.)

(m) Once the companies have been briefed, collect all company DA Form 1594's.

(n) Ensure a butcher board or a large-scale checklist has been created and is in full view of the Battalion EOC, to ensure that all necessary actions are completed.

4. Battalion Flight Operations Officer (in the event of an aircraft mishap)

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(a) Upon initial notification of an aircraft mishap, with damage, or injury, the Battalion Flight Operations, his assistant or the NCOIC, will call the Battalion EOC to see if it has been established, if not, immediately call the following:

- (i) Battalion S 3
- (ii) Battalion Safety Officer
- (iii) Battalion Commander
- (iv) Battalion Executive Officer

(v) Appropriate Maintenance depending on the type aircraft involved in the mishap.

(b) Initially act as Battalion EOC Commander until the Battalion S 3 establishes the Battalion EOC. Once the Battalion S 3 arrives, the Battalion Flight Operations Officer will give a detailed briefing of all actions taken.

(c) The Battalion Flight Operations Officer will notify the Battalion S 4 of supplies, which will be needed in a mishap investigation.

(d) Coordinate with the Battalion Motor Pool to have bus transportation or a GSA vehicle on standby during the Accident Investigation.

(e) Assist the Battalion Commander as necessary.

5. Battalion Flight Operations (15P(in case of aircraft mishap))

(a) Upon initial notification (By base operations) of an accident or aircraft mishap, with damage or injury, Flight Operations personnel on duty will notify in the following order:

- (i) Accident Company Commander(s)
- (ii) Battalion Executive Officer (S 1 if XO is unavailable)
- (iii) Battalion Flight Operations Officer
- (iv) Battalion Assistant Flight Operations Officer
- (v) Battalion Flight Operations NCOIC

(b) Do not hesitate to call additional personnel to assist Flight Operations. Have an ALSE person to assist, until other Flight Operations personnel arrive.

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(c) If you observe or are notified of an aircraft mishap involving injury or damage occurring at the airfield, notify Base Operations.

(d) If Battalion Flight Operations is notified via radio or landline of an Aircraft Mishap that occurred off the airfield, Battalion Flight Operations personnel will complete the worksheet on the first page of the PRE_ACCIDENT PLAN/ CASUALTY NOTIFICATION WORKSHEET which will be made available to the Battalion EOC, Battalion XO, and the Battalion Safety Officer.

(e) Upon collecting information, notify the Airfield Base Operations and the personnel shown in number 1 of this section.

(f) Battalion Flight Operations will assume the responsibilities of the Battalion EOC until the Battalion S 3 establishes the Battalion EOC.

(g) Initiate a DA Form 1594 and ensure all incoming information and actions are annotated on the log. The log will contain names and times that key personnel were notified and a detailed sequence of events (Only one person should maintain the log, to prevent confusion).

(h) Ensure flight records, appropriate mission brief sheet/risk assessment sheet flight plan and weather brief sheet (dash 1) are secured in the Flight Ops safe and released to the BN Safety Officers on request.

(i) If a mishap occurs when the Battalion S 3 is closed, the Flight Operations Officer or senior representative will assume the duties of the Battalion EOC Commander. Once the Battalion S 3 arrives and officially relieves the Battalion Flight Operations, closeout the DA Form 1594 and forward the log and all inquiries to the Battalion EOC.

(j) Determine the number of aircraft occupants, location of aircraft, type of aircraft, type of mission, armaments, and weapons onboard.

6. Battalion Safety Officer

(a) Upon initial notification of an accident or aircraft mishap, with damage or injury, the Battalion Safety Officer will call the Battalion EOC to confirm the following personnel have been notified. Report to the BN EOC ASAP.

(i) Battalion Commander

(ii) Group ASO

(iii) Company Commander of the aircraft involved in the mishap.

(iv) Company ASO

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(v) Battalion Safety NCOIC

(vi) Airfield Base Opns. (in case of aircraft mishap)

(vii) Army Safety Center—Ft. Rucker

(b) After receiving additional information on the aircraft mishap, brief the Battalion Commander, Battalion Executive Officer, and the Battalion S 3. Ensure all information is annotated in the Battalion EOC Log.

(c) Complete DA Form 7305-R based on information provided by the Flight Operations or the SDO on the Pre-accident Worksheet.

(d) The Battalion Safety NCO will assist the Battalion Safety Officer as necessary.

(e) Contact a Safety Officer, other than the affected Company's Safety Officer to assist the Battalion Safety Officer.

(f) Filter and verify available information, to ensure only true and accurate information is passed.

(g) Advise and assist the Battalion Commander with the follow-up actions.

(h) Coordinate information flow between Company, Battalion, and Brigade.

(i) Secure all applicable records, to include Flight Records, ATM Records, and Maintenance Records. Have them logged in with the Company and Battalion EOC Logs before releasing to the Accident Investigation Board.

(j) Ensure the EOC has the correct location of the mishap plotted on the appropriate tactical or Crash Grid maps. Ensure all parties have completed their checklists to the Pre-accident plan.

(k) Assist the Accident Investigation Board with information and materials needed.

7. Battalion SDO.

(a) Upon notification of an accident or aircraft mishap involving the unit's equipment, soldiers, or aircraft, outside of normal duty hour, the Battalion SDO will ensure the following parties are notified:

(1) Accident Company Commander(s)

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(2) Battalion XO (S-1 if XO is unavailable)

(3) The appropriate authorities to secure accident site.

(Garrison: IAW your local airfield's PRE-ACCIDENT PLAN, when Base Ops is closed, contact the Provost Marshall. (During aircraft mishap))

INSTRUCT THE FOLLOWING TO REPORT TO THE BATTALION EOC:

(i) Battalion Flight Operations OIC, if unavailable contact NCOIC. (During Aircraft Mishap, during Tactical Vehicle mishap, contact Motor Pool OIC if unavailable, contact NCOIC.)

(ii) Battalion Safety Officer

(iii) Battalion S-3

(iv) Battalion Commander

(v) Affected Company Commander(s), if unavailable
contact the 1SG

(vi) Affected Company Safety Officer

(vii) Battalion Safety Officer

(viii) Battalion Flight Surgeon (aircraft mishap only)

(ix) Chaplain

(b) Complete Pre-accident Plan Worksheet

(c) The Staff Duty Officer must be monitored at all times outside normal duty hours during an aircraft incident. In the even the SDO must leave the office, a qualified person must take the SDO's place until his/her return.

(d) Initiate DA Form 1594 ensure all incoming information and actions are annotated on the log. The log will contain names and times key personnel were notified in a detailed sequence of events. (Only one person should maintain log to prevent confusion.)

8. Battalion Flight Surgeon (if applicable).

(a) Upon notification of an Accident or Aircraft Mishap with damage or injury, the Battalion Flight Surgeon will report to the Battalion EOC.

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(b) Alert hospital emergency department (WBAMC= 569-2209, Thomason=521-7700) of crash to prepare medical personnel, facilities, and equipment for accident victims.

(c) After determining that the site is safe, treat and stabilize accident victims as appropriate. Confirm and declare dead victims (avoid movement until photographic documentation is complete.)

(d) Transport patients to nearest appropriate medical facility as needed. Activate Local Emergency Medical Services. Also utilize local Aero Medical Evacuation if applicable.

(e) Obtain blood and urine samples from each aircrew member maintaining legal chain of custody in accordance with DD Form 1323.

(f) Contact your local photo branch to conduct the photographic documentation.

(g) Contact your local medical examiner to coordinate jurisdiction, identify victim(s), obtain toxicology samples, and full body x-rays and perform initial autopsy for all fatalities.

(h) Locate and secure medical and dental records for each aircrew member.

(i) Coordinate with Armed Forces Institute of Pathology for forensic support. Phone number (301) 319-0000. Local forensic support provided by WBAMC Dept. of Pathology @ (210) 569-2231, or (210) 569-2388/1511 after hours.

(j) Participate in accident investigation per AR 385-40 and DA Pamphlet 385-40.

(k) Transportation for any of the above supporting personnel may need to be provided. First option is via individuals POV. Second option is via a Unit van/driver. Third option is via taxi.

(l) In the event the Unit's Flight Surgeon is unavailable, a list of additional Flight Surgeons in the local area should be listed on the contact roster.

9. Company Commander.

(a) Upon initial notification of an accident or aircraft mishap, with damage or injury, the Company Commander or senior person present will notify:

(i) Company XO

(ii) Company 1SG

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(iii) Company Safety Officer

(iv) Company Standardization Officer (aircraft mishap)

(v) Company Operations Officer

(vi) Company COR

(vii) Platoon Leaders

(b) The Commander will require other members of the team to keep him/her informed on all aspects of the mishap.

(c) Initiate DA Form 1594 and ensure all incoming information and actions are annotated on the log. The log will contain names and times key personnel were notified in a detailed sequence of events. (Only one person should maintain the log to prevent confusion.)

(d) Direct all crewmembers involved in the CLASS C or ABOVE accident to report to Flight Surgeon Officer for toxicology testing.

(e) Once the Company XO arrives, the Commander will go directly to the Battalion EOC.

(f) All affected Company personnel, who are airborne at the time of the mishap, will be instructed to return to the base. Notification may be made through the local airfield Base Operations.

(g) Personnel on duty at the time of the mishap, and released prior to official notification, will be recalled to their company area. Company personnel not involved in any way will remain in the barracks, but if present, will be required to stay, as long as the company is restricted for lock up.

(h) Eyewitnesses will be identified as quickly as possible, segregated from all others, and separated from each other, to prevent possible distortion of eyewitness accounts.

(i) Witnesses will immediately complete a statement and will not discuss the details of their statement to anyone.

(j) **All Personnel will be instructed not to make telephone calls,** either from Company telephones or personal cell phones. This is to prevent the possibility of Next of Kin (NOK) notification by other than official means. All phones will be disconnected, except for the Company Commander's and Company Operations Officer phones.

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(k) Explain to company personnel, you are not able to make a statement pertaining to the mishap or verify if injuries or fatalities occurred. The Battalion Commander will brief the company as soon as NOK have been notified.

10. Company Executive Officer.

(a) Upon initial notification of an accident or aircraft mishap, with damage or injury, the Company Commander or senior person present will notify:

- (i) Company Commander
- (ii) Company 1SG
- (iii) Company Aviation Safety Officer
- (iv) Company Standardization Officer
- (v) Company Operations Officer
- (vi) Company COR
- (vii) Platoon Leaders

(b) The Company Executive Officer will be responsible for forwarding personal information regarding the crew, to the Battalion Executive Officer for release to the INSCOM/LOCAL PAO.

(c) The Company Executive Officer will be the primary individual responsible for answering telephones and directing all calls to the Battalion EOC. The telephone will be manned at all times.

11. Company Operations and Safety Officers.

(a) Upon initial notification of an accident or aircraft mishap, with damage or injury, the Company Commander or senior person present will notify:

- (i) Company Commander
- (ii) Company 1SG
- (iii) Company Aviation Safety Officer
- (iv) Company Standardization Officer
- (v) Company Operations Officer
- (vi) Company COR

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(vii) Platoon Leaders

(b) The Company Operations Officer is responsible for telephone security within the Company. All phones will be disconnected, except for the Company Commander's and Company Operations Officer's.

(c) Ensure no information is passed outside the company area, until officially released by the Company Commander.

(d) Assist the Company XO, as the Company Commander will relocate to the Battalion EOC.

(e) Initiate DA Form 1594 and ensure all incoming information and actions are annotated on the log. The log will contain names and times key personnel were notified in a detailed sequence of events. (Only one person should maintain the log to prevent confusion.)

COR

1. Upon initial notification of an accident or aircraft mishap, with damage or injury, the Company COR will secure all maintenance records of the aircraft/tactical vehicle involved in the mishap and deliver them to the Battalion EOC.
2. Secure any fuel samples recently taken from the aircraft/tactical vehicle and all maintenance records/log.
3. Notify the appropriate contractor.

CONTRACTOR

1. Coordinate immediately with the supported aviation unit.
2. Ensure availability of, and dispatch to assembly point, qualified personnel to assist crash investigation crew at accident site.
3. Assist unit aviation Safety Officer on all reporting and investigations IAW contract requirements.
4. Coordinate with unit maintenance representative to ensure records are impounded/secured.
5. Ensure preservation of perishable evidence on-site: fuel, oil, hydraulic fluid, gaseous oxygen, etc., until local military unit interim board arrives.
6. Act as an advisor to the Investigation Board and assist its members as needed.
7. In the event an employee is injured or killed as a result of accident, ensure AVTEL/DYHCORP Human Resources office initiates appropriate procedures.
8. Assist the unit aviation maintenance representative by securing and/or delivering the following records as applicable:
 - a. Aircraft maintenance records/logbooks
 - b. AGE equipment maintenance records (if a factor in ground mishaps)
 - c. Records (training/qualification/currency/medical) for ground personnel involved in mishap.
9. Ensure oil (hydraulic/engine) and fuel samples are taken from ground support equipment servicing mishap aircraft.
10. Assist mishap/accident investigation board.

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B. Bloodborne Pathogens.

a. The goal of this TAB is to ensure exposure to biological hazards/blood-borne pathogens do not result in physical harm or illness to emergency rescue personnel, accident investigators, and clean-up personnel. Assigned medical personnel will ensure this happens.

b. Examples of biological hazards/blood-borne pathogens include blood, urine, or any other bodily fluid / substance.

c. Biological hazards involving blood-borne pathogens may be present during rescue operations. While initial responders and emergency rescue personnel are most at risk for these hazards, subsequent investigation, recovery, and clean-up personnel must consider the possibility of exposure to bodily fluids and blood-borne pathogens.

d. All individuals arriving at an accident site will take appropriate action to prevent exposure to health hazards from blood-borne pathogens IAW AR 40-5, DA PAM 385-40, and 29 CFR 1910.1030.

e. Procedures to prevent personnel exposure to blood-borne pathogens:

(1) Immediately ascertain the blood-borne pathogen content of the accident site.

(2) Limit accident site access to essential personnel. Cordon off the area and restrict entry to a single entrance and exit point.

(3) Exercise caution while handling accident victims and debris. Personal protective equipment (PPE) should include:

(i) Latex gloves or double latex gloves

(ii) Utility work gloves

(iii) Disinfectant wipes

(iv) Red biohazard bag

(v) 10% household chlorine bleach solution

(vi) Boot covers

(vii) Protective coveralls

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(viii) Goggles

(ix) Surgical masks

f. No eating, drinking, or smoking is permitted within 150 meters of the crash site. Personnel will wash hands, forearms, and face prior to eating, drinking, or smoking. Personnel should shower ASAP after working with biological hazards / blood-borne pathogens.

g. Handle biological hazard residue from the accident site as hazardous waste according to local medical and environmental policies.

(1) The assigned medical personnel will assemble personal protective equipment (outlined above) for issue at the accident site.

(2) The Brigade/Battalion S4 and unit medical personnel will assist the Safety Officer/NCO with procuring the personal protective equipment.

C. Composite Materiel.

a. The goal of this TAB is to ensure exposure to composite materials does not result in physical harm or illness to emergency rescue personnel, accident investigators, and clean-up personnel. The assigned medical personnel will ensure this.

b. Examples of composite materials include Kevlar, fiberglass, resins, graphite, and epoxies.

c. The potential health hazards of advanced composite materials to personnel include:

(1) Airborne fibers (Respiratory irritation and/or inflammation)

(2) Smoke and fumes

(3) Skin contact with carbon fibers and debris

d. Carbon based advanced composite materials are being used more and more in modern structures. Composites provide high tensile strength, stiffness, corrosion resistance, and low thermal expansion compared to conventional metal. Composites can be found in:

e. Aircraft structures - AH-64, UH-60, CH-47, and OH-58D aircraft.

f. Vehicles and weapon systems - HMMWV, M113, M2/M3 BRADLEY, HEMTT, and M1.

g. Personal Protective Equipment (PPE) - Kevlar and flight helmets, Body armor, etc.

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h. New systems being fielded.

i. All individuals arriving at an accident site will take appropriate action to prevent exposure to health hazards from composite materials IAW AR 11-34, AR 385-10, AR 385-40, and DA Pam 385-40.

j. Procedures to prevent personnel exposure to composite material:

(1) Immediately ascertain the composite material content of the accident site.

(2) Limit accident site access to essential personnel. Cordon off the area and restrict entry to a single entrance and exit point.

(3) Unauthorized personnel will be denied entry to the accident site. All unprotected personnel must be restricted from downwind operations.

(4) Burning composites will only be approached and handled by firefighting and/or emergency rescue personnel with Self-Contained Breathing Apparatus (SCBA).

(5) Previously burned composite materials (extinguished with no smoldering) requires all protective equipment to include respirators, coveralls, leather boots, and leather gloves with inserts to be worn at the accident site. When the fire is extinguished and completely cooled, a fixant solution will be applied to all burned composite materials and areas containing scattered / settled composite debris. This will immobilize the particulate fibers and dust. Polyacrylic acid or acrylic floor wax will be dispensed from a manual pump fire bucket, as a fixant. Let dry before continuing the accident investigation. Once the fixant is dry, only the respirator, leather gloves, and leather boots are required.

k. Fragmented composite materials (no fire involved) will utilize eye protection, leather boots, and leather gloves with inserts as a minimum. Respirators should be worn when moving, handling, breaking, or ripping apart composite fiber components.

l. No eating, drinking, or smoking is permitted within 150 meters of the crash site. Personnel will wash hands, forearms, and face prior to eating, drinking, or smoking. Personnel should shower ASAP after working with composite materials and prior to being released. All exposed clothing will not be taken home.

m. Personnel will avoid stirring up the dust at the crash site to minimize airborne fibers.

n. Prior to handling or shipping any composite materials, ensure they are heavily wrapped in plastic, labeled as a hazardous waste, and handled according to local environmental policies.

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o. The Brigade and Battalion Safety Officers will assemble a “Composite Material Safety Kit” (CMS Kit). The CMS kit will be issued to accident investigators in the event of an accident involving composite materials. This kit will contain the following:

(1) NIOSH or HEPA approved full-face respirators with cartridges for organic vapors, dust, and fibers. (One size fits all) NSN 4240-01-246-6426 4 each

High efficiency filter	NSN 4240-01-246-5411	10pk
High efficiency filter retainer	NSN 4240-01-231-7718	10pk

(2) Tyvek hooded disposable coveralls coated with 1.25 mil polyethylene.

Small	NSN 8415-01-092-7529	4 each
Medium	NSN 8415-01-092-7530	4 each
Large	NSN 8415-01-092-7531	4 each
Xlarge	NSN 8415-01-092-7532	4 each
XXLarge	NSN 8415-01-092-7533	4 each

(3) Puncture resistant leather gloves, with surgical gloves as inserts.

Gloves, leather	NSN 8415-00-268-7868	8 prs
Gloves, surgical	(Order from Medics)	
8 prs		

(4) Hard soled leather boots. N/A

(5) Industrial grade fixant such as Polyacrylic acid (BF Goodrich XL-11), or any acrylic floor wax. 5 gals

(6) Backpack pump outfit NSN 4320-00-632-8996
2 ea.

p. The Brigade and Battalion S4s will assist the Safety Officer/NCO with procuring the components of the “Composite Material Safety Kit”.

q. Disposal of composite material components not needed for future investigation will be as a hazardous material, in accordance with local environmental policies. The Brigade and Battalion HAZMAT Officers/NCOs will assist with the disposal of composite materials.

r. Disposal of all protective equipment (except respirators) will be as a hazardous material, in accordance with local environmental policies. Respirators will be washed and have the filters replaced. The Brigade HAZMAT Officer/NCO will assist with the disposal of protective equipment.

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D. Suggested Equipment for Accident Investigation

a. It is a battalion's responsibility to guard an accident site. At a minimum, the following items are required to adequately support an accident investigation:

(1) One 10-man Guard Force. The S3 may reduce or increase this number based on the on-site Safety Officer's recommendation. A minimum of two guards will be on duty at all times.

(2) The guard force will be equipped with the appropriate seasonal uniforms (Wet / Cold Weather, etc.), flashlights, etc.

(3) Two M998, with licensed drivers and radios - One for Accident Board/Battalion Safety Office, and one for the guard force.

(4) One LMTV with licensed driver, for use by guard force.

(5) One TMP Van, with licensed driver, for use by Accident Board/Battalion Safety Office

(6) One UH-60 Blackhawk on standby, for use by Accident Board/Brigade Safety Office/guard force

(7) Three Frame tents for guard force. One as a TOC/Control point and two for sleeping tents.

(8) Three stoves, with fuel cans and drip pans.

(9) Four fire extinguishers. One per tent and one for the generator

(10) Ten Cots (1 per guard).

(11) Six Cases of Meal-Ready-To-Eat (MREs).

(12) Water cans (10 minimum) or water trailer.

(13) Two Global Positioning Systems (GPS) with batteries.

(14) One electrical generator, with fuel cans, drip pans, grounding rod, etc.

(15) One Light Set.

(16) One floodlight set.

(17) One OE254 antenna.

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- (18) One cellular phone with spare batteries and charger.
- (19) TACSAT with spare Battery
- (20) Five PRC-127s, with two chargers.
- (21) Two man-packs with spare batteries.
- (22) Spare AA/D Cell Batteries
- (23) Six boxes of Chem-Lites
- (24) Ten Reflective Vests
- (25) Highway Warning Kits
- (26) Engineer Tape

E. Emergency Contact Numbers (Fort Sam Houston/Group Numbers)

EMERGENCY TELEPHONE NUMBERS:

FORT SAM HOUSTON AMBULANCE	911
FORT SAM HOUSTON PROVOST MARSHALL	911 / 221-1404
MEDEVAC (FSH)	210-916-3005
RANGE CONTROL (CAMP BULLIS)	295-7790
FORT SAM HOUSTON ENVIRONMENTAL OFFICE	210-221-4842
BDE CDR	210-295-6255
BDE DCO	210-295-6046/210-863-0512
BDE S3	210-295-6052/210-410-1895
BDE SDO (AFTER DUTY HOURS)	210-573-5345/210-573-2958
BDE SO	210-295-6796/210-452-1292
USARSO COMMAND AND CONTROL CENTER	210-221-2163/295-6900
FORT SAM HOUSTON SAFETY OFFICE	210-421-3837

NOTE: MAKE SURE TO INSERT LOCAL EMERGENCY CONTACT NUMBERS MIRRORING THE ABOVE CONTENT.

F. Medical Response.

1. REFERENCES.

- a. AR 385-40, Accident Reporting and Records

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b. AR 385-95, Army Aviation Accident Prevention

2. PURPOSE. To set the standard for medical response procedures to an aircraft crash emergency or crash drill. To define the Flight Surgeon's role in responding to an aircraft mishap, and the subsequent accident investigation.

3. APPLICABILITY. All personnel assigned or attached to the 204th MI BN (AR), 470th MI BDE.

4. RESPONSIBILITIES.

a. Battalion Flight Surgeon. Responsible for the emergency medical response and training to any aircraft accident while operating outside of the garrison environment.

b. Battalion Flight Operations NCOs: Responsible for conducting emergency response training as well as initial orientation for all new personnel to the Emergency Crash/Drill Accident Response Procedures. Responsible for training the medical personnel in the extraction of personnel from all Brigade aircraft.

c. BN Personnel: Responsible for responding to all aircraft emergency crash drills or accidents. All personnel will be thoroughly familiar with this SOP and the published Pre-Accident Plan which govern the emergency response as well as the medical evacuation and treatment of flight status personnel in an aircraft mishap.

5. PROCEDURE.

c. Brigade Pre-Accident notification.

(1) The Brigade Staff Duty Desk maintains the Battalion Pre-Accident Plan. Each commander, safety officer, and flight operations section in the Battalion will also maintain a copy of the Plan. During initiation of the Pre-Accident Plan, the caller will inform the personnel being called that this is a "Crash Emergency" or that this is a "Crash Drill".

d. Crash Report Form.

(1) Obtain this form from the Pre-Accident Plan and fill in the blanks as the personnel give the information.

(2) ENSURE YOU OBTAIN THE "CRASH POINT", WHICH IS THE POINT THE RESCUE VEHICLES ARE TO RESPOND TO ON OR OFF THE AIRFIELD. LOCATE THE POINT ON THE MAP. A LOCAL AREA MAP OF THE FORT BLISS AREA OF OPERATION IS ON THE WALL OF THE BATTALION FLIGHT OPERATIONS OFFICE. A FORT BLISS INSTALLATION TRAINING AREA MAP IS LOCATED AT EACH STAFF DUTY DESK.

(3) Give the completed form to the Ambulance Driver if able.

e. Personnel Recall: Notify the flight surgeon immediately of any crash. If in garrison, notify the William Beaumont Hospital Emergency Room at 915-569-2331 and

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have an ambulance dispatched if injuries are present. Flight surgeon will be notified by calling the pager at 915-203-1058.

f. In garrison, the ambulance crew will be EMS dispatched from William Beaumont Hospital Emergency Room. If in the field environment, the ambulance crew will consist of the following:

- (1) Flight Surgeon.
- (2) Driver and TAA Diagram/Map, and Off Post Maps
- (3) 1 Medic with pre-packed Combat Life Saver/Aid Bag.

g. Arrival at the Scene: Look for guidance from the first response team/Fire Department. Ensure the scene is safe before driving up to the accident.

h. Extraction of Flight Crew: Crash/Fire Rescue will extract aircrew personnel. Trained medical personnel will then take over the treatment of the aircrew once extracted. All Crash/Fire Rescue personnel will be familiar with aircraft emergency shutdown procedures at Fort Bliss, the safety hazards which exist in doing so, and extraction techniques.

i. Triage.

(1) The Medical NCOIC will triage at the accident site and immediate, life-saving, stabilizing medical care will be provided on site. Patients will be evacuated from accident site to Aid Station where more definitive care can be provided.

(2) The Flight Surgeon will determine the need for further evacuation. In the event of a life, limb or eyesight threatening emergency will evacuate by fastest means possible to closest supporting medical facility with the ability to handle the specific injury.

j. Most evacuation will be done via ground, however, if Aeromedical evacuation is required the Flight Surgeon or Medical NCOIC will contact the 480th Air Ambulance Company. Flight Surgeon cell phone will be used to coordinate evacuation if needed. The Flight Surgeon on the ground can approve the mission for the medevac unit. Aeromedical evacuation is never required except in the case of a burned patient, unless the patient is unstable.

k. After Action Report: An AAR will be conducted after the drill / accident time permitting or the next duty day.

6.16 Explosives Program.

a. Purpose. To provide the Army's Safety Criteria and standards for operations involving ammunition and explosives prescribed by AR 385-64, and explosives accident reporting prescribed by 385-40.

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b. Responsibilities.

(1) No unit in the 470th MI BDE does work with demolitions. The Safety SOP will be reviewed annually to ensure that an Explosives Program is or is not still required.

6.17 Motor Pool Operations.

a. Purpose. Guidelines for Vehicle Maintenance and safety.

b. Responsibilities. It is the Motor Pool OIC's responsibility to ensure motor vehicle maintenance/safety guidelines are met.

c. Procedures:

1. While Performing Vehicle Maintenance:

- (a) Wheel chocks are used
- (b) No jewelry, pin-on brass, earplug cases, key chains, etc., are worn.
- (c) Clean drip pans are properly placed under vehicles with class III leaks.
- (d) All oil/fuel/grease spills are cleaned up immediately.
- (e) The proper Protective Clothing and Equipment (PCE) is worn.
- (f) The correct maintenance manual for the procedure being done is available and used.
- (g) Vehicles on jacks will have warning signs posted.
- (h) Tire cages will be used when inflating split-rim tires. Operators will inflate tires
ONLY with the assistance of maintenance personnel.
- (i) Ground guides are used at all times while moving a vehicle larger than a HMMWV in the motor pool. Speed limit is 5 MPH.
- (j) Safety Chains are in place around maintenance pits not in use.
- (k) A maintenance supervisor, qualified for the job done, will inspect and approve the completed work.

2. Prior to Close of Business (COB) each day:

- (a) Items a and c of Section 1 above have been completed.
- (b) All flammable products (oils/fuels/solvents/paints etc.) are disposed of or properly stored.
- (c) All Fire/Hazard Lanes are unobstructed.
- (d) All tools are accounted for. Tool boxes secured.
- (e) Applicable Warning Signs are visibly located around the vehicle, as necessary.
- (f) All trashcans and oily rag cans are emptied.
- (g) All floors are swept.
- (h) All responsible areas are properly policed.
- (i) Safety Chains are in place around maintenance pits not in use

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THIS CHECKLIST WILL BE POSTED ON ALL VEHICLES IN THE BAY FOR MAINTENANCE

6.18 Off Duty/Family Safety Plan

- a. The goal of the Family Safety program is to inform soldiers and their families of safety practices and procedures, with the intent to prevent family mishaps.
- b. This Brigade and subordinate units will establish a family safety program IAW AR 385-10, INSCOM Regulations, and local installation policies.
- c. Family members are encouraged to participate in water safety courses, defensive driving courses, motorcycle defensive driving courses, hunting safety courses, recreational safety courses, etc.
- d. Pertinent safety issues and topics will be discussed at family support meetings.
- e. All soldiers can receive information about family safety from their unit safety officer.
- f. All Safety Officers will maintain information about family safety.

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6.19 Personal Protective Equipment.

a. Purpose. To prescribe the policies, procedures, and responsibilities in the selection, use, and training associated with Personal Protective Equipment (PPE) and to ensure that the correct PPE is selected for the required protection.

(1) To comply with the Occupational Safety and Health Administration's regulation as promulgated under 29 CFR §1910, subpart I.

(2) Policy. The policy at U.S. Army Medical Department Center and School and Fort Sam Houston is to provide a safe and healthful workplace for all employees. To fulfill this requirement, all recognized safety and health hazards will be eliminated or controlled as quickly as possible and as discussed in Fort Sam Houston Regulation 385-10, Occupational Safety and Health Program.

(3) Hierarchy. The Hierarchy controls are as follows: engineering controls, administrative controls, and PPE. The PPE will only be used when the engineering and administrative controls are not possible, while awaiting engineering controls, for short term non-routine operations and for emergencies.

(4) A hazard assessment/job hazard analysis will be performed to determine which hazards should be controlled by the use of PPE.

(5) The selection of the proper PPE will be based on the hazard assessment/job hazard analysis.

(6). All employees using PPE will be trained in its use, limitations, inspection, and care.

(7). All PPE used on Fort Sam Houston (FSH) will be approved by the appropriate standard setting organization for Occupational Safety and Health (NIOSH), or the Department of Army/ Department of Defense for military unique items.

(8) All required PPE will be furnished by the employer at no cost to the employee.

b. Responsibility.

(1) Commanders and chiefs of subordinate or tenant organizations will:

(a) Direct the conduct of hazard assessments/job hazard analysis of all operations.

(b) Provide funding and training for the required and proper PPE.

(c) Direct the organizations Collateral Duty Safety Officer to conduct periodic inspections of the PPE.

(2) First-line supervisors will:

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(a) Conduct Hazard assessments/job hazard analysis of all operations. FSH Reg 385-10 (paragraph 9c(1) and appendix B of AMEDD and FSH Memo 385-20.

(b) Attempt to eliminate the hazard through engineering or administrative controls.

(c) Select and provide approved PPE that will provide the necessary protection from hazards identified in the hazard assessments/job hazard analysis. Assistance/guidance is available from the ISO.

(d) Train subordinate employees on the use, limitations, and inspection of the PPE and document the training on FSH Form 98-E, Occupational Safety and Health Training Record.

(e) Certify, in writing on FSH Form 98-E, that a hazard assessment/job hazard analysis has been conducted, the PPE selected is correct based on the potential hazards, and that training has been provided.

(f) Consideration must be given to “environmental extremes” such as hot or cold weather. For example, skull caps used in extreme cold with hard hats or helmet liners, and sweat bands used in hot weather. Additionally, it must be noted that PPE is generally hot and uncomfortable; therefore, plan work accordingly.

(3) Employees will:

(a) Wear and maintain the appropriate PPE as required.

(b) Conduct the required inspections of the PPE and report damages and/or replacement needs to the supervisors.

(c) Attend the classes on the proper wear, use, and inspections of the PPE.

6.20 Respiratory Protection Program

a. Purpose to establish the Respiratory Protection Program for 470th MI BDE. It encompasses the use and maintenance of respiratory protective equipment required to work safely in environments where respiratory protection is necessary.

b. Applicability. This memorandum applies to all military, civilian and contracting personnel assigned or attached to 470th MI BDE who's duty location or work atmosphere may be at risk for respiratory damaging agents (i.e., asbestos)

c. References.

(1). AR 40-5, Preventive Medicine.

(2). TB MED 502, Respiratory Protection.

(3). AR 11-4, Respiratory Protection Program.

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(4). Occupational Safety and Health Administration (OSHA) Standard, 29 CFR, Subpart I (Section 1910.134 and 1910.139).

(5). FSH 385-5, Respiratory Protection Program.

d. Background. It is recognized that respiratory protection is a form of personal protective equipment, and its use is the least desirable control mechanism within the hierarchy of controls. However, when working in the field environment, respiratory protection is often required, and represents an effective mechanism to control exposures. This program is in accordance with 29 CFR, section 1910.134, Respiratory Protection, and section 1910.139, Respiratory Protection for M. Tuberculosis, as amended in the Federal Register, January 8, 1998. In some instances, it may be more stringent than the standard requires, thus providing greater protection.

e. Responsibilities,

(1). Supervisors.

(a) Identify locations where potential exposures to atmospheres may require respiratory protection.

(b) Coordinate with Preventive Medicine personnel, to measure potential air contamination at the identified locations.

(c) Identify personnel who require the use of respiratory protection through job knowledge/task/descriptions, and schedule appointments for medical evaluations with Occupational Health.

(d) Coordinate with the Safety Officer (SO) to select the proper respiratory protection.

(e) Schedule training and qualitative "Respirator Fit- Testing" for personnel who require the use of respiratory protection.

(f) Monitor the use of respirators.

(g) Certify the use of the respiratory protection as personal protective equipment, and record training on FSH Form 98-E, Employee Safety and Health Training Record.

(h) Contract for quantitative fit-testing and Self Contained Breathing Apparatus (SCBA) training, if required.

(i) Contract for the testing of the air used for Supplied Air Respirators.

(2). NCOs and Fire/Safety Monitors.

(a) Assist supervisors in carrying out their responsibilities.

(b) Coordinate with the BDE SO for training, monitoring, and selection of respiratory protection.

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NOTE: There are no 470th MI BDE personnel located in areas warranting the use of Respirators. The BDE SOP will be amended annually to reevaluate whether Respirators are required for any 470th MI BDE personnel.

6.21 Electrical Safety

a. Purpose.

(1). To provide Fort Sam Houston (FSH) and contractor personnel with guidance to prevent injury from electrical hazards that cannot be completely isolated by lockout/tagout (LO/TO).

(2). To establish the Electrical Safety Program.

b. Applicability.

(1). This memorandum applies to all military, civilian, and contractor personnel assigned or attached, to Fort Sam Houston (FSH) to include Camp Bullis and Canyon Lake (collectively referred to in this memorandum as FSH) who may be potentially exposed to electrical hazards in the workplace.

(2). It is primarily directed at work under 600 volts.

c. References.

(1). FSH Regulation 385-10, Occupational Safety and Health Program.

(2). FSH Memorandum 385-2, Lockout/Tagout Program.

(3). OSHA Standard 29 CFR §1910.331-335, Subpart S Electrical.

(4). OSHA Standard 29 CFR §1910.269, Electrical Power Generation, Transmission, and Distribution.

(5). FSH Memorandum 385-6, Confined Space Program.

(6). FSH Memorandum 385-9, Ladders.

d. Terminology. Definitions and specific terminology associated with electrical safety are contained in Appendix A.

e. Background.

(1). Electricity is the most versatile and widely used energy form. All industrial operations, work places, stores, and homes require large amounts of this available power. However, when this power source is abused, the results may be property damage or personal injury.

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(2). Recent studies show that 31% of all reported fatal electrical accidents occur in the home, 34% in the work place, and the remaining in the production and distribution of power. This means that 65% of all fatalities are due to sources of electricity under 600 volts. This is the so-called low voltage source.

(a). The severity of the shock and possible electrocution depend on:

(i) Amount of current,

(ii) Path through the body,

(iii) Time of contact, and

(iv) Other items such as frequency, phase of the heart cycle, and general health of the individual.

(b). In addition to shock and electrocution, the following causes and injuries can occur when contact is made with electricity.

(i) Indirect -- Falling, Banging, Lacerations.

(ii) Burns -- Electrical, Arc, Contact.

(iii) Explosions -- Equipment, Body Parts.

f. Policies.

(1). The first line of injury prevention from electrical hazard is lockout/tagout (See FSH Memo 385-2). However, when that is not possible, additional precaution shall be taken as described herein.

(2). Only fiberglass (plastic) or wooden portable ladders will be used in association with electrical work, in accordance with FSH Memo 385-9. The use of metal ladders is prohibited.

(3). Any work within 10 feet of exposed energized Power Transmission and Distribution equipment, or within the perimeter fence of high voltage substations, requires a qualified person or the direct supervision of a person so qualified.

(a). Work Practices. The following work practices apply to all FSH and contractor personnel working on or near equipment that poses an electrical hazard. Additional requirements are contained in 29 CFR 1910.269 for power transmission and distribution (see Appendix B).

(i). Before maintaining or repairing electrical equipment, disconnect from the power source and follow lockout/tagout procedures. After power disconnection, lock/tag appropriate switches or other devices in accordance with lockout/tagout procedures. If the circuit cannot be locked out, take a secondary step such as removing the fuse, in addition to

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tagging the switch. After de-energizing the circuit, verify the electricity is indeed disconnected through measurements, attempted activation of equipment, or other means.

(ii). Use only rated-load switches or circuit breakers to disconnect electric power and lighting circuits. Employees (other than electrical workers) may reset a tripped single-pole convenience outlet or lighting circuit breaker one time, provided it is not located in a designated emergency panel and when, based on their knowledge, it is safe to do so. If the circuit breaker trips again, contact supervision so an appropriate response can be authorized and initiated.

(iii). Do not use electrical cords to raise or lower equipment.

(iv). Do not use any equipment that has frayed cords or three wire cord ends that have had the grounding prong removed.

(v). Use the proper power receptacle for each application. Do not bend cord-end prongs to fit the wrong receptacle.

(vi). Use only wood or fiberglass ladders, never metal, when working on or near live electrical equipment.

(vii). Do not wear wire/metal rimmed glasses, rings or other jewelry, or other conductive apparel when working on live electrical parts.

h. Avoid temporary wiring. Use appropriate ground fault circuit interrupters with any temporary wiring.

(viii). Unplug all portable electrical hand tools when not in use.

(ix). Use only double insulated extension cords.

(x). Use ground fault circuit interrupters (GFCI) in wet or damp areas or if grounded by pipes, tanks, etc.

(xi). Inspect extension cords and cords on electrical equipment before each use. Do not use equipment or extension cords with damaged wiring or missing plug prongs until the damage is repaired to its original quality.

(xii). Do not endanger self or others by attempting to rescue shock victims. De-energize the circuit immediately if the victim is still in contact with electrical energy. If not possible to de-energize the circuit, only trained and qualified, knowledgeable employees should attempt to remove the victim. NOTE: All electrical shocks are medically serious regardless of the voltage. Even if the victim shows no apparent signs of injury, he/she shall be seen by a qualified health care professional.

e. Live Equipment.

(1). Only qualified persons are allowed to work on or near live equipment. Work on or near live equipment is only permitted when it is impossible to shut off equipment or circuits or

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when de-energizing the equipment would introduce additional or increased hazards, or is infeasible due to equipment design or operational limitations.

(2). Employees must remain alert at all times when working near exposed electrical parts or in situations where electrical hazards may exist. Employees must never reach blindly into areas that may contain live circuits. If alertness is recognizably impaired due to illness, fatigue, or other reasons, the employee shall not be permitted to work in areas containing electrical hazards.

(3). Employees must not enter an area containing exposed electrical circuits unless adequate illumination is provided. When illumination or obstructions affect visibility and the employee can contact the exposed circuits or equipment, the employee is not permitted to perform the task.

(4). Employees shall not wear conductive apparel (e.g., watches, rings, bracelets, key chains, necklaces, metalized aprons, cloth with conductive thread, metal head gear), if contact with exposed circuits or equipment could occur. This includes wire or metal-rimmed eyeglasses.

(5). Conductive material and equipment in contact with an employee's body must be handled carefully so that he/she does not come in contact with exposed conductors. Conductive material and equipment includes, but is not limited to ducts, pipes, tubes, conductive hoses or ropes, metal-lined rules and scales, and steel tapes or chains.

(6). Suitably insulated tools and/or handling equipment shall be used when working near exposed energized conductors or circuit parts where it is possible for these items to make accidental contact with the conductors or parts. The insulating materials on these items must be protected during storage or transportation. When removing or installing fuses from an energized fuse terminal, use fuse handling equipment capable of withstanding the circuit voltage. GFCI protectors shall be used at all sites where employees use portable electric equipment. A GFCI must be located between the power source and the tool.

(7). Protective shields, barriers, or insulating material must be used to protect employees from exposed energized parts which might be accidentally contacted or where dangerous electric heating or arcing is likely to occur.

(8). Use of metal ladders or ladders which have metal longitudinal (top to bottom) reinforcement is forbidden when working on or near exposed energized parts.

(9). When work is performed in a confined or enclosed space such as a manhole or vault, precautions to avoid contact with the energized part are required and must be in accordance with FSH 385-6, Confined Space Program. An example of avoiding contact could be securing a swinging door to prevent being inadvertently knocked into energized circuits.

(10). Employees must avoid contact with energized overhead lines, either with a body part, a conductive material, a tool, or a piece of equipment. If contact with energized overhead lines is possible, the lines shall be de-energized, guarded, or insulated. These precautions must be taken before work in the area begins. If the lines cannot be de-energized or guarded, employees must maintain a safe distance from the conductors.

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(11). Housekeeping and custodial duties shall not be performed adjacent to energized parts where such parts present an electrical contact hazard. Cleaning materials such as water, steam, conductive cleaning fluids, steel wool, metalized cloth or silicon carbide shall not be used in the proximity of energized parts.

g. Extension Cords.

(1). Because electrical accidents are often related to the use of faulty or incorrectly repaired extension cords, additional attention must be paid to their use. Oftentimes, the male end of the extension cord is often damaged or altered in some manner that renders the grounding path useless.

(2). Repair work often results in the hot and ground (neutral) wires being interchanged. This can energize the metal case of tools or equipment. If used in this condition, fatal accidents can occur when the user supplies the path to the ground through their body.

(3). New extension cords must also be tested because of potential reverse polarity. The following procedure will be used for testing extension cords:

(a) Prior to testing the cord, test the receptacle to which the cord will be inserted for polarity.

(b) Plug the extension cord into the power supply (receptacle) that was previously tested.

(c) Plug the circuit tester into the extension cord.

(4) The light code indicated on the circuit tester should be the same as when plugged into the power supply.

(d). Extension cords used in the industrial setting will be inspected and tested upon purchase and after a repair has been made. Repairs can only be accomplished by a qualified person and the cord restored to its original condition.

h. Personal Protective Equipment (PPE).

(1). Nonconductive head protection, consistent with the potential contact voltage hazard, must be worn where there is danger of head injury from electric shock, burns, or flying or falling objects resulting from an electrical explosion.

(2). Safety glasses or face shields, which are rated for UV protection, must be worn where there is a danger of injury to the eyes or face from electrical arcs or flashes, or from flying or falling objects resulting from electrical explosion. (Do not wear metal frame eyeglasses when working on energized systems).

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(3). Insulating rubber gloves and glove protectors, sleeves, line hoses, blankets, hoods, and mats must be used, as required, to protect the hands and other parts of the body where there is a danger of injury from contacting energized parts.

(4). Steel-toed safety shoes must be in good condition when worn in the vicinity of exposed energized circuits (i.e., no exposed steel on the shoes). Only safety shoes with fiber-reinforced toe protection should be worn when working on energized systems of 480 volts or greater.

i. Training.

(1). All employees shall be trained in the safe work practices outlined in this memorandum on an annual basis.

(2). Unqualified Persons will be:

- (a) Trained in and familiar with any electrical safe practices.
- (b) Trained in the safe distances from overhead lines when working near overhead lines.

(3). Qualified Persons will be:

- (a) Knowledgeable on local Lockout/Tagout procedures.
- (b) Trained in the safe approach distances to exposed energized parts (see Appendix C).
- (c) Trained in the safe approach distances for vehicles operating in the proximity of overhead power lines.
- (d) Aware of the determination of proper illumination in work area.
- (e) Knowledgeable on the hazards associated with confined spaces, and
- (f) Trained on portable ladder safety.

(4). All training will be documented on FSH Form 98-E, Employee Safety and Health Training Record.

j. Responsibilities.

(1). Installation Safety Office will:

- (a) Administer the Electrical Safety Program.
- (b) Conduct an annual review of the program.
- (c) Assist in training of employees that work on or near live electrical circuits.

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- (d) Ensure that employees receive the necessary training to perform their job safely.
- (e) Ensure PPE complies with applicable standards.
- (2). Supervisors will:
 - (a) Ensure sufficient and proper PPE is available for employees.
 - (b) Ensure employees have been properly trained.
 - (c) Ensure employees follow all electrical safe work practices.
 - (d) Conduct spot checks and inspections to enforce electrical safety practices are being followed (See Appendix D).
- (3). Employees will:
 - (a) Attend and participate in all training classes.
 - (b) Follow safe work practices.
 - (c) Report unsafe work practices to supervision using the FSH Form 96-E, Accident/Incident/Near Miss Report.
 - (d) Perform only the task that you are trained for, knowledgeable of, equipped for, and authorized to do.

6.22 Unit safety surveys

- a. The Accident Prevention Survey is an effective means of evaluating the condition of a safety program. Accident prevention surveys are very important. Early detection of potential hazards will help the commander prevent accidents and reduce the risks associated training and combat operations.
- b. Accident Prevention Surveys will be conducted IAW AR 385-10, AR 385-95, DA PAM 385-1, INSCOM Regulations, and local installation policies. Surveys may be conducted weekly, monthly, semi-annually, within the first 24 hours of any field exercise, or whenever directed by the commander.
- c. Items listed on the Brigade Hazard Inventory Log will:
 - (1) Recorded on Brigade Hazard Inventory Log.
 - (2) Have an assigned suspense for correction and reinspection.
 - (3) Have a Risk Assessment Code (RAC) assigned IAW AR 385-10.

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d. System defects will be identified and countermeasures developed to assist in safety management and accident prevention.

e. In the performance of normal duties, all personnel will constantly observe operations, activities, facilities, equipment, and procedures for unsafe conditions. All personnel must report all hazards to the chain of command or safety office. Where feasible take corrective actions immediately to remove or isolate hazards to prevent accidents.

f. All noted deficiencies will be eliminated on a "Worst First" basis and have corrective actions completed or initiated NLT 10 working days after the survey was completed, by the responsible supervisor. Any problem, which cannot be corrected, will be forwarded to the next higher headquarters.

g. All Safety Officers will:

(1) Ensure the Accident Prevention Surveys are completed according to schedules or suspense dates.

(2) Ensure all deficiencies are annotated, and Risk Assessment Codes assigned. Do not inflate RACs, provide good thorough assessment.

(3) Identify system defects and develop countermeasures, NLT 5 working days after the survey was completed.

(4) Monitor the status of the corrective actions and report progress to the commander as required.

(5) Maintain the survey results on file.

h. The commander will respond to the proposed countermeasures, NLT 10 working days after receiving them.

6.23 Ergonomics Program.

1. Reference. 29 CFR 1910.500

2. Purpose. To reduce the large number and severity of Work-related Musculoskeletal Disorder (WMSD) soldiers have been experiencing. To accomplish this, units must set up an ergonomics program in the workplace to identify and control hazards that are reasonably likely to be causing or contributing to the WMSDs. The kind of program needed depends on the extent of the problem in the workplace. If the problems are limited, the program can be limited.

3. Scope. The following procedures are applicable to all units and individuals assigned or attached to the 470th MI Group. This tab applies for all operations that involve soldiers of the Group.

4. Responsibilities.

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a. Commanders must:

(1) Assign and communicate responsibilities for setting up and managing the ergonomics program so managers, supervisors and soldiers know what is expected of them and how you will hold them accountable for meeting those responsibilities.

(2) Provide those persons with the authority, resources, information and training necessary to meet their responsibilities.

(3) Examine your existing policies and practices to ensure they encourage reporting and do not discourage reporting.

(4) Identify at least one person to:

(a) Receive and respond promptly to reports about signs and symptoms of WMSDs, WMSD hazards and recommendation.

(b) Take action, where required, to correct identified problems.

(c) Communicate regularly with soldiers about the program and their concerns about WMSDs.

b. Soldiers must have:

(1) A way to report signs and symptoms of WMSDs and WMSD hazards, and to make recommendations about appropriate ways to control them.

(2) Prompt responses to their reports and recommendations.

(3) Access to information about the ergonomics program.

(4) Ways to become involved in developing, implementing and evaluating.

(a) Job hazard analysis and control.

(b) Training.

(c) The effectiveness of the program and control measures.

5. Information.

a. The basic elements of an ergonomics program are:

(1) Management leadership and soldier participation.

(2) Hazard identification and information.

(3) Job hazard analysis and control.

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- (4) Training.
- (5) Medical management.
- (6) Program evaluation.

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POV SAFETY INSPECTION CHECKLIST

OWNER/OPERATOR'S NAME: _____

SSN: _____

UNIT: _____ DUTY TELEPHONE: _____

YEAR/TYPE VEHICLE: _____

MILEAGE: _____

SECTION ONE

<u>ITEM</u>	<u>SAT</u>	<u>UNSAT</u>	<u>REMARKS</u>
1. <u>LIGHTS:</u>			
*a. HEADLIGHTS (HIGH AND LOW BEAM)	_____	_____	_____
*b. TAILLIGHTS	_____	_____	_____
*c. BACKING LIGHTS	_____	_____	_____
*d. EMERGENCY FLASHERS	_____	_____	_____
*e. TURN SIGNALS (FRONT & BACK)	_____	_____	_____
2. <u>GLASS:</u>			
.a. WINDSHIELD	_____	_____	_____
*b. REAR WINDOW	_____	_____	_____
*c. REAR AND SIDE-VIEW MIRRORS	_____	_____	_____
3. <u>EXHAUST SYSTEM:</u>	_____	_____	_____
4. <u>WINDSHIELD WIPERS/WASHERS</u>	_____	_____	_____
5. <u>HORN:</u>	_____	_____	_____
6. <u>STEERING SYSTEM:</u>	_____	_____	_____
7. <u>BRAKE SYSTEM:</u>			
*a. DRIVING BRAKES	_____	_____	_____
*b. EMERGENCY BRAKES	_____	_____	_____
*c. BRAKELINE LEAKS	_____	_____	_____
8. <u>TIRES:</u>			
*a. SERVICEABLE	_____	_____	_____
*b. SPARE	_____	_____	_____
*c. MISSING/LOOSE LUG NUTS	_____	_____	_____

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9. SUSPENSION SYSTEM/SHOCKS/
SPRINGS: _____

10. GAUGES. _____

11. SEATBELTS: _____

SECTION TWO

1. LICENSE PLATE NUMBER/STATE: _____
EXP.DATE: _____
2. STATE SAFETY INSPECTION: _____
EXP.DATE: _____
3. DRIVER'S LICENSE NUMBER/STATE: _____
EXP-DATE- _____
4. INSURANCE COMPANY/STATE: _____
EXP.DATE: _____

SECTION THREE

1. VEHICLE OVERALL SAFETY RATING: SAT _____ UNSAT _____
2. DATE INSPECTED: _____
3. INSPECTOR: _____
(SECTION/SQUAD LEADER/SUPERVISOR)
4. VERIFIED BY: _____
(TNG NCO/PLT SGT/I SG)

SECTION FOUR

UNSATISFACTORY VEHICLES

1. VEHICLE WILL BE REINSPECTED ON: _____
2. INSPECTOR: _____
(SQD / SECTION LDR / SUPERVISOR)

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NOTE: (*) ITEMS WITH ASTERISK MUST BE SAT OR VEHICLE'S OVERALL RATING IS UNSAT, EVEN IF ONLY ONE ITEM IS UNSAT.